 version 4.0

**Incident report, AHO workshops**

**Also used in connection with personal injuries and/or damage to machines**

Please write a detailed description. The report is to be submitted to the workshop attendant.

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| Name: |
| Contact information: | Phone: | Email: |
| Workshop where the incident took place: | Date: |
| Describe the course of events:  |
| Has anything similar happened before? |
| What consequences will the damage/injury have= |
| **What were the contributory causes to the incident?** |
| Technical defects in machines or personal protective equipment? |
| Personal protective equipment not working? |
| Inadequate service or maintenance? |
| Inadequate training? |
| Poor or lack of communication? |
| Incorrect use of machine or equipment? |
| Irresponsible play, jokes or bet? |
| Was someone under the influence of alcohol or drugs? |
| Deficiencies in the organisation |
| Other factors? |
| For personal injuries:  | Was a doctor contacted? Yes / No | Were you treated by a doctor? Yes / No |
| What can be done to prevent this from happening again? |
| Signature | Date |
| **To be filled in by the workshop attendant** |
| What measures have been implemented to prevent new/similar cases? |
| If none: when can measures be implemented? |
| If no measures will be implemented, explain why: |
| Name: | Date: |

Created: 14 November 2012 Approved by the workshop attendants: 14 November 2012 Revised 19 October 2017