Amanzimtoti Housing Development - Incident Record Sheet
To be kept in onsite file

REPORTING Project :	**DATE OF INCIDENT :** / / **TIME OF INCIDENT :**
INCIDENT LOCATION :	**CONTROLLED BY** : [ ] PROJECT MANAGER [ ] CONTRACTOR [ ] THIRD PARTY
INCIDENT SEVERITY (0, 1, 2, 3, 4 or 5) : [ ] [ ] INJURIOUS [ ] ENVIRO [ ] EQUIP. DAMAGE/OTHER [ ] NEAR MISS	

ACTIVITY AT TIME OF INCIDENT [ ] Using Portable Tools, Equipment [ ] Manual Lifting / Handling [ ] Operating Plant / Machinery [ ] Handling Hazardous Materials [ ] Dismantling / Assembling [ ] Scaffolding [ ] Climbing / Descending [ ] Walking at Same Level [ ] Other: [ ] Working at High Level [ ] Welding / Burning [ ] Cleaning [ ] Digging [ ] Sampling [ ] Draining / Flushing [ ] Disconnecting [ ] Connections	**BROAD TYPE OF INCIDENT**

PARTIES INVOLVED

AUTHORITIES NOTIFIED:

HOW THE INCIDENT OCCURRED (Attach sketch / photographs / Event Tree* as appropriate - more paper may be used if required).

IMMEDIATE ACTION TAKEN TO PREVENT RECURRENCE

ENVIRONMENTAL IMPACT : (YES/NO) [ ]

DESCRIPTION:

ACTION TAKEN TO PREVENT RECURRENCE Further Recommendations are attached

ITEM NO.	CORRECTIVE ACTION	ACTION PARTY	TARGET DATE	STATUS

NAME :_____

SIGNED : _____

DATE REPORT COMPLETED : / /