



# Big Truck Transport

## Incident Investigation Report

Enter investigation information into Sections 1-7, continue to the next section if not applicable. Document investigation and recommendation details into Sections 8-10. Attach all supporting documents and photos to the completed report.

### Section 1 – Incident details *(Details to be obtained from the Incident Report)*

<b>Date of incident:</b>	26/03/2018	<b>Time of incident:</b>	8:30am	<b>Person involved:</b>	Kevin Long	<b>Incident number:</b>	18-017
--------------------------	------------	--------------------------	--------	-------------------------	------------	-------------------------	--------

### Section 2 – External involvement *(Continue to the next section if not applicable)*

<b>External involvement:</b>	<input type="checkbox"/> Police	<input type="checkbox"/> Fire	<input type="checkbox"/> Ambulance	<input type="checkbox"/> WHS/EPA Regulator	<input type="checkbox"/> Media	<input checked="" type="checkbox"/> N/A
<b>Contact information/details:</b>	N/A					
<b>Alcohol/drug testing conducted?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Details:</b>	No alcohol or drugs detected.		
<b>Customer(s) effected:</b>	Johns Landscape Supplies					
<b>Damage/effect on customer:</b>	3 wooden crates containing 3 garden statues fell off of the truck and got damaged. Contacted John from Johns Landscape Supplies to advise him of the incident and to arrange for a meeting to discuss the details. Meeting organised for Wednesday 28 March at 2:00pm.					
<b>Person contacted:</b>	John Evans	<b>Date:</b>	26/03/2018	<b>Time:</b>	9:30am	

### Section 3 – Injury details *(Continue to the next section if not applicable)*

<b>Injury classification:</b>	<input type="checkbox"/> Fatality	<input type="checkbox"/> Lost Time (LTI)	<input type="checkbox"/> Medically Treated (MTI)	<input type="checkbox"/> First Aid (FAI)	<input checked="" type="checkbox"/> N/A
<b>Task being undertaken at time of injury:</b>					
<b>Body location and type of injury:</b>					
<b>Medical treatment provided:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes – name of treatment provider:			

### Section 4 – Motor vehicle incident *(Continue to the next section if not applicable)*

#### 4.1 Driver information

<b>Surname:</b>	Long	<b>Given name:</b>	Kevin
<b>Address:</b>	47 Cullen Avenue, Junction Creek 4204		
<b>Phone (home):</b>	0410 001 001	<b>Mobile:</b>	0410 001 001
<b>Licence Number:</b>	012 987 123	<b>Class:</b>	HC
<b>State of issue:</b>	Queensland	<b>Licence held for:</b>	7 Years
		<b>Expiry date:</b>	30 November 2020

#### 4.2 Vehicle and trailing equipment

Details:	Fleet/Rego number:	Make:	Model:	Description
<b>Vehicle:</b>	24.1234 - BTT19	Volvo	FH16	Cab over prime mover - 6x4
<b>Trailer 1:</b>	TR4568 - BTT57	Haulit Trailers	HVT	Tri axle flat top
<b>Trailer 2:</b>				
<b>Third party vehicle:</b>				



# Big Truck Transport Incident Investigation Report (Basic)

## 4.3 Additional detail

<b>Description of damage:</b>	Prime mover BTT19 - No damage Trailer BTT57 - Tyre on trailer damaged by falling crate (Position 1).		
<b>Were pre-operational checks completed?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	(Explain details:)
<b>Were faults identified with the vehicle or trailing equipment?</b>	<input type="checkbox"/> Yes	(Explain details:)	
<b>Speed of the vehicle at time of incident:</b>	30 Km/hr	<b>Speed of other vehicle at the time of incident:</b>	Km/hr
<b>Other supporting information:</b>	Kevin advised that he was driving to the conditions and at a comfortable speed to go around the roundabout safely.		

## Section 5 – Equipment incident (Forklift, platform, machine) (Continue to the next section if not applicable)

<b>Description of equipment damage/failure:</b>	N/A		
<b>Was the operator licenced and or trained to operate the equipment?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Explain details:)
<b>Were pre-operational checks completed?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Explain details:)
<b>Were faults identified with the equipment?</b>	<input type="checkbox"/> Yes	(Explain details:)	
<b>Other supporting information:</b>			

## Section 6 – Property incident (Continue to the next section if not applicable)

<b>Description of property damaged:</b>	N/A		
<b>Were inspections or assessments completed?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Explain details:)
<b>Supporting information:</b>			

## Section 7 – Witness information (Continue to the next section if not applicable)

### Witness 1

<b>Name:</b>	Jeff Green	<b>Contact number:</b>	0499 123 456
<b>Details:</b>	Contacted Jeff Green and confirmed that he was travelling behind our vehicle. He confirmed that Kevin was not driving quickly (Approximately 20-30km/hr) at all but the strap holding the 3 crates broke and the crates moved and fell off the truck. He confirmed that he assisted at the incident scene by directing traffic.		

### Witness 2

<b>Name:</b>	N/A	<b>Contact number:</b>	
<b>Details:</b>			

## Section 8 – Control measures and other contributing factors

<b>What controls were in place to prevent this incident occurring?</b>
<b>Circle or highlight which controls contributed or failed to prevent the incident from occurring:</b>
<i>The following controls were in place at the time of the incident:</i>
<b>Driver:</b> Fitness to drive completed, work and rest hours per Standard hours, licence checks, <b>departure check</b>
<b>Loader:</b> Task allocation, fitness to work, <b>buddy system</b> , high risk licence check
<b>Vehicle:</b> Prestart check, daily tyre check by third party provider, fault reporting and repair, maintenance schedules, vehicle fit for task, headboard, tailboard and side gates on trailers
<b>Forklift:</b> Prestart check, fault reporting and repair, maintenance schedules, equipment fit for task
<b>Load restraint:</b> Load restraint checks, blocking loads, <b>side gates, sufficient load restraint for the load</b>



# Big Truck Transport Incident Investigation Report (Basic)

**Mass:** Load weight confirmation, load weight distributed evenly on the trailer  
**Risk register:** Employee fitness for work, vehicle and equipment usage, **restraint equipment checking**, storing of wooden crates, **loading of wooden crates, loading delays**  
**Procedures:** vehicle and equipment usage, **load restraint checking, loading of wooden crates**  
**Training:** Induction, driver training course, **loader training course, load restraint course**  
**Supervision:** Allocation of tasks, **buddy system, pre-departure check.**

## Explain the details relating to the failed controls that contributed to the incident?

**Buddy system** - The task of loading the wooden crates was allocated to an experienced loader who was in charge of a new employee (inexperienced loader) under our buddy system.  
**Side gates, sufficient load restraint for the load** - The experienced loader was called away to assist with another load and the inexperienced loader, loaded and restrained the wooden crates and failed to apply sufficient load restraint or edge protection for the load and install the side gates.  
**Loader training course, load restraint course** - On checking the inexperienced loader's training records it was established that he had completed the load restraint course and was trained in load restraint checking and the loading of wooden crates procedures but he had not been assessed by an experienced loader or the supervisor as required with the training.  
**Loading delays** - Loading had taken longer than expected and the driver was under pressure to leave to meet an agreed timeslot.  
**Pre-departure and departure check** - The driver was in a hurry to leave and failed to do a final check on the load because he thought that the supervisor had completed the pre-departure checklist.  
**Buddy system** - The inexperienced loader didn't ask the experienced loader to check his work as he was still working on the other load. The buddy system required that any work conducted by inexperienced employees needed to be checked to confirm that the relevant procedures had been followed.  
**Loading of wooden crates** - The wooden crates were not restrained correctly which allowed the crates to rock back and forth. This caused the straps to be cut which occurred just as Kevin went around the roundabout. Even though he was driving slowly, the gates were not there as a backup and the freight in the wooden crates was very top heavy causing the three crates to fall off the trailer.

## What other contributing factors have been identified?

N/A

## Section 9 – Recommendations

Recommendations to eliminate or minimise the risk of this incident occurring again?	Accepted	Details	
<b>Buddy system</b> – Confirmed experienced and inexperienced workers must work on the same job for the entire duration of the job – Toolbox meeting conducted with all employees. (Update current risk assessment)	<input checked="" type="checkbox"/> Yes	By who: Peter Kent	By when: 28 March 2018
	<input type="checkbox"/> No	(Explain details:)	
<b>Load restraint course</b> – Modify course details to include practical exercise and assessment of restraining wooden crates which requires signoff by an experienced loader and a supervisor. (Update current risk assessment)	<input type="checkbox"/> Yes	By who:	By when:
	<input checked="" type="checkbox"/> No	(Explain details:) David Phillips – Practical assessment and signoff is still required per current procedure. Assessment to be conducted when suitable wooden crates are available as part of a normal load.	
<b>Sufficient load restraint for the load</b> – The inexperienced loader was restrained in load restraint which concentrated on wooden crate restraint and the requirement to ensure gates are used on all loads – Toolbox meeting conducted with all employees reminding them of	<input checked="" type="checkbox"/> Yes	By who: Barry Trainer and Peter Kent	By when: 28 March 2018
	<input type="checkbox"/> No	(Explain details:)	



# Big Truck Transport

## Incident Investigation Report (Basic)

the requirement to apply sufficient load restraint, corner protectors and ensure gates are used on all loads.			
<b>Pre-departure checklist</b> – Supervisors reminded of the requirement to complete pre-departure checklists on all loads.	<input checked="" type="checkbox"/> Yes	By who: David Phillips	By when: 28 March 2018
	<input type="checkbox"/> No	(Explain details:)	
<b>Side gates</b> – Quote to be obtained to retrofit hinged or hanging gates for all trailers.	<input checked="" type="checkbox"/> Yes	By who: David Phillips	By when: 28 March 2018
	<input type="checkbox"/> No	(Explain details:)	
<b>Loading of wooden crates</b> – Procedure updated to include: Edge protection to protect straps to be used on all wooden crates - Toolbox meeting conducted with all employees. (Update current risk assessment) Also meeting with John from Johns Landscape Supplies to discuss the details of the incident.	<input checked="" type="checkbox"/> Yes	By who: Stewart Finch and Peter Kent	By when: 28 March 2018
	<input type="checkbox"/> No	(Explain details:)	
<b>Departure check</b> – All drivers reminded of the need to conduct the departure check before leaving the depot.	<input checked="" type="checkbox"/> Yes	By who: Peter Kent	By when: 28 March 2018
	<input type="checkbox"/> No	(Explain details:)	
<b>Risk assessments and procedures</b> – Risk assessments and loading procedures to be updated to include additional controls.	<input checked="" type="checkbox"/> Yes	By who: Stewart Finch	By when: 28 March 2018
	<input type="checkbox"/> No	(Explain details:)	

### Section 10 – Manager signoff

I am satisfied that the incident has been investigated thoroughly and accepted recommendations will be implemented:		
Name: David Phillips	Signed: <i>David Phillips</i>	Date: 28 March 2018