



Big Truck Transport - Incident Report

The incident report (injury, incident or near miss) must be reported to your Manager/Supervisor within 24 hours of the incident. Alternatively, email a scanned copy to safety@btt.com.au.

For serious incidents immediately advise Stewart Finch (Safety Officer) 0499 999 999.

Section 1 – Incident details

1.1 Brief incident information *(Involved person to complete sections 1.1 – 1.6)*

Date of incident:	26/03/2018	Time of incident:	8:30am	Weather conditions:	Raining
Involved person – given name:	Kevin	Date of birth:	18/10/1977		
Involved person – surname:	Long	Employee ID/number:	0123456		
Location of incident:	The roundabout at the intersection of Formation Street and Station Road, Cedar Hill				
Nature and extent of injuries:	No injuries				
Incident description: (What happened?)	<p>I was going around the roundabout at Formation street and turning into Station Road when I heard a loud bang. I looked in my mirror and saw the load falling off the truck and the straps hanging loose.</p> <p>There was no one else on the roundabout at the time and I wasn't going fast. Jeff Green from Hope Logistics was travelling behind me and was able to direct the traffic so I was able to move the truck and the 3 damaged crates off the road safely.</p>				
Witness	Name:	Jeff Green	Contact details:	0499 123 456	
Incident reported to:	Name:	Peter Kent (Supervisor)	Date reported:	26/03/2018	

1.2 Company property/equipment damage

Extent of damage to company property/equipment:	Load restraint straps cut through and flat tyre on trailer.
Vehicle or equipment fleet number/registration:	Fleet no. 24.1234 Registration no. BTT 19
Trailer fleet number/registration(s):	Fleet no. TR4568 Registration no. BTT 57

1.3 Third parties involved

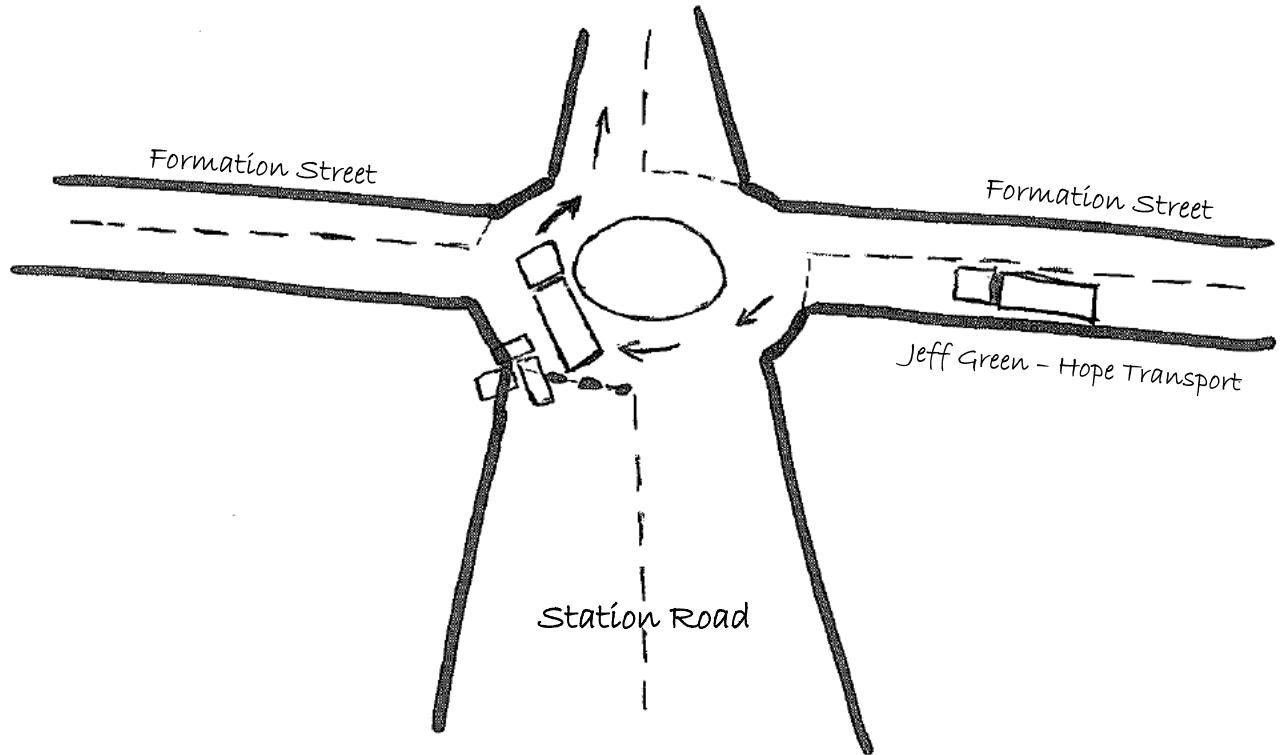
Name and contact information:	N/A
Nature and extent of injuries:	N/A
Extent of damage to other property/equipment:	3 damaged crates from Johns Landscape Supplies.



Big Truck Transport - Incident Report

1.4 Diagram of the incident *(Include landmarks, street names, traffic signals, site map etc.)*

(Take photographs of the site, vehicles, damage and other relevant information)



1.5 Immediate containment actions *(Describe actions taken to contain/control this incident)*

Jeff Green from Hope Logistics assisted to direct traffic so I was able to move the truck and the 3 damaged crates off the road.

Peter Kent attended the accident and organised for a crane truck to lift and return the damaged crates back to the yard.

Peter also organised for the tyre to be replaced so I could drive the truck back to the yard.

1.6 Incident statement acknowledgement *(Person providing details acknowledges the information recorded is true and correct)*

Name:	Signed:	Date:
Kevin Long	<i>Kevin Long</i>	26 March 2018

1.7 Incident report receipt acknowledgement *(Person receiving incident report acknowledges receipt of the document.)*

Name:	Signed:	Date:	Incident Number:
Peter Kent (Supervisor)	<i>Peter Kent</i>	26 March 2018	18-017