

Written records in manufacturing

Complete section 1 of this accident report form using the information in the quotes.

Section 1
Name of supervisor:
Name and job title of person involved in accident:
Place of incident:
Time of incident:

Hi, this is Ahmed Kaur, the store-supervisor. I need a first-aider - one of the fork-lift drivers has injured his foot. We're in loading bay 3.

I'm Mike Baker. I just started my shift after lunch - it was ten past two. I went to get into the forklift and the brake can't have been on properly - it just rolled forward onto my foot.

I heard Mike screaming blue murder and ran over to stop the truck. He looked proper white and was shaking like a leaf.