



# AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE

## Regulations and Safety Instructions Incident and Hazard Reports

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## AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE SAFETY RELATED INCIDENT REPORT

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**PERSON/S INVOLVED:** \_\_\_\_\_

**VEHICLE/S INVOLVED:** \_\_\_\_\_

**DESCRIPTION OF INCIDENT:** \_\_\_\_\_

**CAUSE:** \_\_\_\_\_

**SUPERVISOR'S COMMENTS:** \_\_\_\_\_

**CORRECTIVE ACTION:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**REVIEW OF THE CORRECTIVE ACTION TAKEN:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Any photographic evidence should be attached to this form**



## **AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE INCIDENT INVESTIGATION DETAILS**

As much detail as possible should be collected at the time of the incident and prior to the Investigator arriving on the scene. This may take several hours.

Details to include:

- Date / Time
- Weather Conditions
- Visibility
- Traffic Conditions
- Location within Facility
- Persons Involved - Licence Details
- Vehicles Involved
- Injury Details - Including any First Aid Administered
- Any Witnesses
- Description of Events
- Record Personnel that have been Notified

Keep the scene safe and clean.

Close off circuit area or circuit with appropriate signage.

Do not remove any possible evidence unless there is the possibility of danger to persons involved.

Take photos of the scene (follow the path of the vehicle if possible).

## AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE HAZARD REPORT

### TO THE SUPERVISOR

A Hazard exists in the \_\_\_\_\_ area of the AARC Facility.

Class of Hazard    A    B    C    (Please circle. See below for definition of each class)

Name of equipment/process where hazard exists \_\_\_\_\_

\_\_\_\_\_

Describe the hazard (eg. nip point, tripping, fumes) \_\_\_\_\_

\_\_\_\_\_

Why is it hazardous/dangerous (eg. could experience burns, amputation etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested solutions (1)

\_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_ DATE REPORTED: \_\_\_\_\_

SIGNATURES: \_\_\_\_\_

A CLASS HAZARD	B CLASS HAZARD	C CLASS HAZARD
Any condition, practice or procedure requiring immediate attention because of potential for loss of life or limb or major loss.	Any condition, practice or procedure which has the potential for serious injury and/or loss/damage but less severe than "A".	Any condition, practice or procedure which has the potential for minor injury or non-disruptive property damage.