

INCIDENT/HAZARD REPORT

SECTION A

<input type="checkbox"/> Hazard	Date & Time of Incident:	Date Reported:
<input type="checkbox"/> Near Miss	Location:	Reported To:
<input type="checkbox"/> Incident (Injury/Property Damage)	Department:	Reported By:

SECTION B DESCRIPTION OF HAZARD / NEAR MISS / INCIDENT

SECTION C CAUSES

SECTION D SUGGESTED CORRECTIONS

Investigated By: _____ Title: _____ Date: _____

SECTION E CORRECTIVE ACTION TAKEN

Department Safety Representative Signature _____ Date _____

Department Head Signature _____ Date _____

- **Address and Pictures of location (IF POSSIBLE)**
- **Description of the actual incident/hazard location in greater detail (pictures are very helpful)**

Section B: Description (Try and answer these questions before filling this out, use them to paint a better picture)

- **When did you notice a dangerous condition** (When walking down the hallway of the building and planning dept.)
- **What did you notice that could be a hazard or caused a hazard** (The last safety inspection was last year)
- **Describe the hazard, equipment, vehicle, public or county property, or tool being used in detail** (I was operating the John Deer 360 tractor with the attached New Holland flail mower, pictures attached)
- **What where you doing** (I was mowing road side weeds along I16 with other crew providing traffic control)
- **What happened** (while mowing I was radioed to stop and was informed that property damage occurred to a house I just past. A piece off the mower flew into breaking a window of a house 45' away from the roadway. pictures attached)
- **What broke** (further inspection of what broke determined be a U-bolt retainer and flail blade, pictures attached)
- **How did it break** (worn metal from years of operation allowed piece to break free from drum and become a projectile going through the window of the private property) Pictures attached
- **What was damaged or effected** (the flail mower pieces broke one large 3'x4' window, window blind and one small drywall hole in wall opposite side of room from window) Pictures or drawing attached

Section C: Causes (describe in detail)

- **What do you feel caused or created this identified hazard** (worn out parts, mowing close to structures, low to the ground mowing,
- **What caused the incident** (parts of the mower breaking free of the equipment)
- **What caused this to happen** (worn out parts, Mowing to close to the ground and private property)
- **Why did this happen** (mowing to close to structures, mower head to close to ground, no pre-project safety inspection of equipment)
- **When was the area, equipment or tool's last safety inspection** (equipment last services and inspected 6/2017)

Section D: Suggested Correction (how can this be prevented from happening again)

- **What did you do to correct or protect others from the hazard and what should be done permanently**
- **Review/implement regular preventive maintenance and safety inspections, with tracking log**
- **Implement daily pre and post-operation inspection of tools and equipment**
- **Alternative to procedure or action to perform the work (Identify ways to minimize the opportunity for this event to happen again)**
- **Review and update the COSP and or generate one to be followed (bring in co-workers for development input)**
- **Train on Code of Safe Practices (COSP) annually and document training.**

Section E: Corrective Action: What “HAS” been done to prevent this INCIDENT/HAZARD?

- **When and what has been done to correct this hazard (this could be multiple stages and dates over a period of time and will be documented)**
- **What have you done to notify, train or show other about the incident and correction**
- **When and did you train on, make an update to, or review the Code of Safe Practice (COSP)**
- **Send a picture of the correction or change**