

# Agriculture

## Incident and accident report writing frame

### Purpose

The purpose of these resources is to support the learning sequence in [Agriculture: Incident and accident reports – part 1](#). However, the following resources can be used in a variety of ways.

### Content

There are two resources below:

1. An incident and accident report writing frame
2. A completed report to use as an example



## Incident and accident report writing frame

| Components | Report |
|------------|--------|
| When       |        |
| Who        |        |
| Where      |        |
| Event 1    |        |
| Event 2    |        |
| Event 3    |        |
| Event 4    |        |
| Conclusion |        |

## Completed incident report example

| Components        | Report  |
|-------------------|---|
| <b>When</b>       |   |
| <b>Who</b>        | On Wednesday 3 October at 3:00 pm Carl Lupis, David Benson and I were inside the Dangerous Goods store unloading pallets of stock.  |
| <b>Where</b>      |   |
| <b>Event 1</b>    | Frank Smith exited the warehouse on the forklift and drove toward the Dangerous Goods store. He appeared to be travelling faster than the 5km limit.  |
| <b>Event 2</b>    | Frank entered the DG store without first stopping or sounding his horn.   |
| <b>Event 3</b>    | Frank had not seen the three of us in the DG store and swerved to miss us.  |
| <b>Event 4</b>    | The forklift easily missed us but hit a pallet of stock before stopping.  |
| <b>Conclusion</b> | Nobody was injured in the incident. However, some stock on the pallet was damaged beyond repair and had to be removed. We ordered new stock, and reinforced the rules concerning the use of the forklift. |