



NM - 1 Record Details

Atlantis Group

Camms.

Print Date: 16-Jul-2022

DETAILS

| | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------|
| Code | NM - 1 |
| Reported Date/Time | 06 Jul 2019 2:28PM |
| Event Type | Near Miss |
| Categories | - |
| Title | An employee trips over an extension cord that lies across the floor |
| Description of Event | An employee trips over an extension cord that lies across the floor but avoids a fall by grabbing the corner of a desk. |
| Your Role | Employee |
| Reported By | Joe Smith |
| Responsible Officer | Andrea West |
| Location | Glebe |
| Priority | Moderate |
| Severity Level | Minor |
| Responsible Area | Systems |
| Confidential | Yes |

INTERNAL EVALUATION

| | |
|-----------------------------------------------|---------------------------------------------------------------------|
| Categories | - |
| Department(s) Affected | |
| Incident Cause | An employee trips over an extension cord that lies across the floor |
| Potential Consequence | Moderate |
| Actual Consequence | High |
| Is this a notifiable incident to SafeWork SA? | Yes |

Criteria for a SafeWork notifiable incident can be found on the SafeWork website here:

<https://www.safeworkaustralia.gov.au/system/files/documents/1702/incident-notification-fact-sheet-2015.pdf>

[Do you need to create a work order?](#)

INVESTIGATION DETAILS

Investigation Details

| | |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Responsible manager | Andrea West |
| Investigation Team | Andrea West, Joe Smith |
| Incident in detail | An employee trips over an extension cord that lies across the floor but avoids a fall by grabbing the corner of a desk. |
| Who was involved? | Employee(s) |
| Contributing factors | No proper wiring within the workplace. |
| How could the incident have been prevented | Proper wiring are in place. |
| Date the investigation commenced | 23 Nov 2022 7:30PM |
| Due Date | 16 Jan 2020 11:39AM |
| Investigation status | In Progress |

Next Steps

| | |
|-----------------------------------------|-----|
| Is further analysis required? | - |
| If Yes, please select method | - |
| Does this involve an insurance process? | Yes |
| Is a Return to Work Plan Required? | Yes |
| Do you require an investigation log? | Yes |
| Is a casefile required? | - |

INVESTIGATION LOG

Investigation Log

| Timestamp | Comments | Action | Updated By |
|------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------|
| 16-Mar-2020 8:27:35 PM | The technical team managed to complete the job in the given timeline | The technical team has sorted out the issue and mitigated them in the corrective way. | Joe Smith |

LINKAGE

| Link Type | Link Name |
|-----------|-----------------|
| Hierarchy | Human Resources |
| | - |

ACTION PLAN

| Action Name | Responsible Officer | Start Date | Due Date | Status | Percent Completed | Performance |
|------------------------------------------------------------------|---------------------|-------------|-------------|-------------|-------------------|--------------------------------------------------------------------------------------------|
| Organise payment of damage as per third party insurance details. | Andrea West | 15 Apr 2019 | 24 Apr 2019 | In Progress | 10 |  RED |

DOCUMENT

| Document Type | Document Name |
|---------------|---------------|
| File | |

CLOSE

| | |
|------------------|--------------------------------------------------|
| Further Comments | N/A |
| Evaluated by | - |
| Closure notes | Action completed and correct process adhered to. |
| Date Closed | 26 Apr 2019 2:51PM |
| Status | Open |

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