



**Glenfield Rovers Association Football Club (GRAFC)**

**HEALTH & SAFETY POLICY and MANUAL (2013)**

**To comply with the provisions of the Health and Safety in Employment Act 1992  
and the Health and Safety Amendment Act 2002**

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## **GRAFC HEALTH AND SAFETY POLICY**

### **This policy is communicated to all GRAFC personal and subcontractors**

GRAFC is committed to maintaining a safe and healthy working environment for ourselves and other persons employed at our places of work.

GRAFC undertakes to provide adequate provisions for the health and safety of its personal, and to ensure that all sub contractors are also encompassed.

GRAFC further undertakes to protect members of the public from actual and potential hazards.

GRAFC will provide adequate facilities for consultation with personal and sub contractors and will also provide information and training to ensure safe methods of work.

GRAFC is committed to obtaining expert advice and guidance where necessary in health and safety matters and this safety policy is subject to regular review and amendment.

## **GRAFC HEALTH AND SAFETY POLICY ON SITE**

### **This policy is communicated to all GRAFC personal and subcontractors**

GRAFC in carrying out its operations, will seek to eliminate all situations which could lead to personal injury.

GRAFC commitment to safety, health and welfare compares equally with other objectives.

GRAFC will provide safe working conditions, define standards, teach safe working practices and provide information and control measures for hazards in the workplace.

GRAFC has a prime responsibility to all personal and sub contractors to ensure that GRAFC activities are performed safely and without harm to fellow personal, sub contractors and the public.

GRAFC are accountable for the safety of the personal working under their direction and protection in the activities they control.

Signed \_\_\_\_\_

## **HEALTH AND SAFETY IN EMPLOYMENT ACT 1992 and HASE AMENDMENT ACT**

### **2002**

These Acts requires GRAFC to have an effective method for identifying hazards, controlling hazards and reporting hazards in the place of work as well as promoting excellence and systematic management of health and safety.

The place of work not only includes the office, clubrooms and grounds, but any place GRAFC personal are required to go as part of their employment.

#### **GRAFC Responsibilities:**

1. Provide a safe working environment.
2. Provide facilities for safety and health.
3. Ensure equipment is safe.
4. Ensure personal are not exposed to hazards.
5. Develop procedures for emergencies.

## **HAZARD IDENTIFICATION AND CONTROL**

### **Definition of Hazard is:**

- (a) *An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and*
- (b) *Includes –*
  - *a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and*
  - *without limitation, a situation described as above resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour*

### **GRAFC will identify hazards by:**

1. Physical Inspections – walking around the place of work with the aid of a checklist and identifying the hazards.
2. Task Analysis – looking at the tasks in each job and identifying the hazards involved.
3. Process Analysis – following the process from start to finish and identifying the hazards.
4. Accident Identification Details – this will identify the hazards involved.

### **GRAFC will control hazards by:**

1. Taking all practicable steps to avoid harm.
2. Ask others for their thoughts on hazards and get feedback.
3. Complete a 'Hazard Identification Sheet' (Appendix 'A') and action proposed changes.
4. If possible eliminate the hazard from the workplace.
5. If it is not possible to eliminate the hazard, then isolate the hazard.
6. If it is not possible to eliminate, or isolate the hazard, then minimise the likelihood of harm from the hazard by;
  - ensuring that protective clothing and equipment is provided and used at all times necessary.
  - ensuring good work practices are maintained.
  - ensuring GRAFC personal and sub contractors are properly trained and supervised.
  - ensuring GRAFC personal and sub contractors health is monitored in relation to the exposure of the hazard.

### **GRAFC will assess its hazard controls by:**

1. Checking if the system is working.
2. Checking that all new hazards are being identified.
3. Checking that appropriate controls are put in place for each new significant hazard.
4. Analysing any accident data and document the process.

## **GRAFC – EXAMPLES OF HAZARDS AND CONTROLS**

### **Examples of hazards:**

1. Slipping/tripping hazards
2. Fire
3. Auto Door closing - Trapping hazard.
4. Bar Fridge – Temperature hazard.
5. High balconies – Height hazard.
- 6.
- 7.

### **Examples of controls**

1. Standard operating procedures
2. Training
3. Monitoring of contractors and processes
4. Personal protective equipment
5. Substitution
6. Guarding
7. Rules

## **PLANNED INSPECTIONS**

Planned Inspections mean that GRAFC will undertake to;

1. Inspect the workplace regularly.
2. Complete an Inspection Checklist (Appendix 'B') including all identified hazards and general housekeeping matters.
3. Incorporate any new hazards into the hazard register and inform all relevant personal and contractors.
4. Complete a hazard assessment on all new equipment and tasks prior to commission.



## **SUB CONTRACTORS**

No untrained personal will be permitted to perform any task, operate any equipment, or deal with any substance or material without prior experience except when closely supervised by someone with such experience.

### **GRAFC will share the following information with any sub contractors:**

No untrained personal will be permitted to perform any task, operate any equipment, or deal with any substance or material without prior experience except when closely supervised by someone with such experience.

1. A nominated contact person at GRAFC should any accident occur or any information be needed about health and safety issues.
2. Hazards that are known to exist in the place of work and that may affect the sub contractor.
3. Information on hazards that are applicable to a specific site.
4. Procedures for reporting hazards.
5. Emergency procedures that exist and first aid facilities available.
6. Safety equipment that may be necessary.
7. Restricted areas.
8. Specific job instructions and work methods.
9. Method for reporting accidents and incidents to GRAFC.
10. Any work that needs to be notified to OSH.
11. Complete an Induction Checklist with all new personal (Appendix 'C')
12. Complete Safety Requirements for Sub Contractors (Appendix 'D')
13. Complete Safety Manual Distribution Record (Appendix 'E')

## **ACCIDENT RECORDING, REPORTING AND INVESTIGATION**

### **Definition of Accident is;**

*An event that*

- (a) Causes any person to be harmed; or*
- (b) In different circumstances may have caused any person to be harmed.*

### **GRAFC will investigate all accidents and near-misses to;**

1. Identify the real cause of injury and illness, property damage and near-misses.
2. Develop effective methods of preventing similar accidents.
3. Meet the legislative requirements.
4. Report all accidents as soon as possible after the accident.

### **GRAFC will record the details of all accidents and near-misses on;**

1. An Accident Register Form (Appendix 'F') to be maintained in the Office.

### **In the event of serious harm GRAFC will;**

1. Not disturb the accident scene except to;
  - save life or limit suffering
  - maintain access of the general public to an essential service or utility
  - prevent serious damage or loss of property.
2. Contact the nearest branch of OSH by telephone or fax as soon as possible after the occurrence, and arrange clearance of the site.
3. Send the prescribed accident form to OSH within seven days of the occurrence.

### **GRAFC will carry out an investigation by;**

1. Deciding who should investigate.
2. Gathering all the facts.
3. Identifying all the hazards involved.
4. Assessing the hazard controls in place.
5. Deciding on future action.
6. Informing all those affected.
7. Following up.

### **GRAFC will complete the following documents in the event of an accident;**

1. An 'Accident Notification Form' (Appendix 'G').
2. An 'Accident Investigation Form' (Appendix 'H').

## **NOTIFYING SERIOUS HARM**

### **Definition of Serious Harm is;**

- (a) Death*
- (b) Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function; respiratory disease, noise-induced hearing loss, neuro-logical disease, cancer, dermatological*

*disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.*

- (c) *Amputation of body part.*
- (d) *Burns requiring referral to a specialist registered medical practitioner or specialist out-patient clinic.*
- (e) *Loss of consciousness from lack of oxygen.*
- (f) *Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance.*
- (g) *Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.*

GRAFC will investigate all occurrences of serious harm to:

1. Identify the real cause of injury and illness, property damage and near-misses.
2. Develop effective methods of preventing similar accidents.
3. Meet the legislative requirements.

GRAFC will record the details of serious harm on:

1. An Accident Register Form (Appendix 'F') to be maintained in the Office.

In the event of serious harm GRAFC will:

1. Not disturb the accident scene except to;
  - save life or limit suffering
  - maintain access of the general public to an essential service or utility
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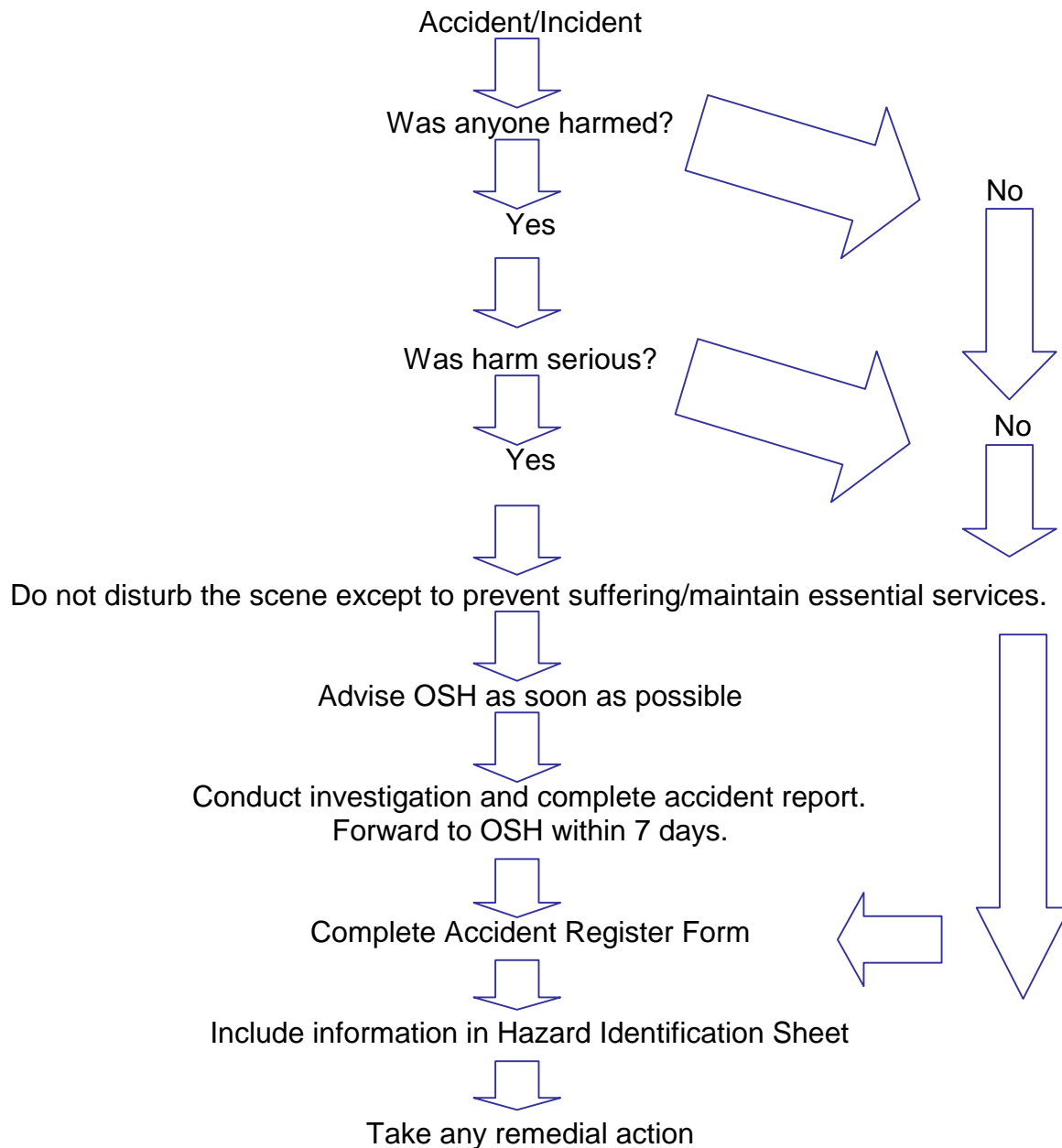
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2. Gathering all the facts.
3. Identifying all the hazards involved.
4. Assessing the hazard controls in place.
5. Deciding on future action.
6. Informing all those affected.
7. Following up.

GRAFC will complete the following documents in the event of serious harm:

1. An 'Accident Notification Form' (Appendix 'G').
2. An 'Accident Investigation Form' (Appendix 'H').

## ACCIDENT/INCIDENT PROCEDURE



## **EMERGENCY PROCEDURES**

### *Definition of an Emergency is;*

*A sudden state of danger.*

### In the case of an emergency GRAFC undertakes to;

1. Identify all potential emergency situations that could arise at work, and list them.
2. Include all employees, sub contractors and the public in emergency procedures.
3. Provide training so that GRAFC personal and sub contractors are aware of emergency procedures.
4. Have on hand the necessary emergency equipment and advise GRAFC personal and sub contractors on where to find it and how to use it.
5. Communicate emergency procedures to GRAFC personal in a form that is relevant to them.
6. Develop emergency procedures to involve personal and the necessary authorities.
7. Test the emergency procedures at least once every 12 months.
8. Update emergency procedures to account for any changes in activities, technology or applicable standards.
9. Become aware of the evacuation procedures if on specific sites.
10. If using chemicals, seek guidance from experts as to disposing of them safely.
11. Consider neighbouring properties in the event of an emergency.
12. Ensure appropriate phone numbers and contact names are current and available.
13. Ensure there is a formal debrief system in place.
14. Consider a means of support following an emergency.

### In the case of first aid facilities GRAFC undertakes to;

1. Provide first aid facilities.
2. Undertake first aid training.

### Fire Emergency Procedures

1. Raise the alarm.
2. Contact the Emergency Services on 111.
3. Evacuate the building/areas.
4. Assemble personnel at designated areas and check all persons are accounted for.
5. Only if conditions permit, should attempts be made to extinguish fire.

### Earthquake/Severe Winds/Storms/Floods/Other Natural Disasters

1. Raise the alarm.
2. Assess the situation – decide on the best course of action depending on conditions. Be aware of falling objects.
3. Refer to the telephone directory for Civil Defence procedures.

## **APPENDIX 'A' - HAZARD IDENTIFICATION SHEET**

Hazard	Potential harm	Significant hazard Yes/No	Eliminate	Isolate	Minimise	Action proposed	Completion date/signed	Frequency of monitoring

## **APPENDIX 'B' - INSPECTION CHECKLIST**

**If identification is made of any of the following hazards then work will be undertaken to repair and/or fix them.**

Workplace:

1. Complete the Hazard Identification Sheet.

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2. List any broken, frayed, cracked or unserviceable appliances.

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3. List any broken or non-functional furniture, with sharp edges, possible splinters or chipped surfaces.

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4. List any mobile equipment blocking general doorways, obstructing corridors, or stowed near fire exits or lift openings.

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5. List any double adaptors.

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6. List any tripping hazards like loose electrical cords and liquids.

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7. List any combustible material in close proximity to electrical machinery.

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8. List all step ladders are in good working order.

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Access to First Aid Kit and Instructions	Yes/No
Cleanliness	Yes/No
Air space	Yes/No
Any chemicals labeled	Yes/No
Equipment – clean and electrically checked	Yes/No
Correct stacking of materials	Yes/No
Emergency exits well defined	Yes/No
Protection from chemicals and noise	Yes/No
Training on operating equipment	Yes/No



## **APPENDIX 'C' - INDUCTION CHECKLIST FOR GRAFC PERSONAL AND SUB CONTRACTORS**

All GRAFC personal and sub contractors are required to be familiar with each aspect of the checklist.

Check each item as induction is completed.

Name; \_\_\_\_\_

Position/Sub Contractor Details; \_\_\_\_\_

Date; \_\_\_\_\_

Health and Safety Policy and Manual sighted and acknowledged ☐

Specific job training given and assessed ☐

Hazard identification procedures sighted and acknowledged ☐

Hazard Identification Sheet sighted and acknowledged ☐

Planned Inspection Checklist sighted and acknowledged ☐

Sub Contractor specification sighted and acknowledged (if applicable) ☐

Accident Recording, Reporting and Investigation specification sighted and acknowledged ☐

Notifying of Serious Harm specifications sighted and acknowledged ☐

Accident/Incident procedures sighted and acknowledged ☐

Emergency Procedures sighted and acknowledged. ☐

Hazards Identification Sheet issued ☐

Health and Safety Manual issued ☐

Signed; \_\_\_\_\_ Signed; \_\_\_\_\_  
On behalf of GRAFC (Company Name) personal/contractor

## **APPENDIX 'D' - SAFETY REQUIREMENTS FOR SUB CONTRACTORS**

### **Safety instructions for sub contractors engaged by GRAFC**

Notice to; \_\_\_\_\_ (Sub Contractor)

1. Before commencing any work on the premises occupied by;

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Sub contractors must ensure that any employees of the contractor, sub-contractors, or if an individual the contractor, are fully conversant with;

- (a) Emergency procedures to be followed in the event of an emergency.
- (b) Safety rules and procedures.
- (c) Hazards which have been identified.

2. Sub Contractors are reminded that work conducted for;

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is subject to the provisions of the health and Safety in Employment Act 1992. In particular;

- i. Sub Contractors are to comply with all regulations, enactment's, codes of practice (approved or voluntary) applying to the trade or professions within which they operate.
- ii. (Company Name) is to be advised of any hazardous plant, machinery or substances which are to be brought into the workplace.
- iii. All personal utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
- iv. Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as per the health and safety in Employment Act 1992, are to be reported to (Company Name).
- v. All safety clothing/equipment required to minimise the risk of injury is to be provided for, accessible to and used by person engaged in the workplace.

## **APPENDIX 'E' - SAFETY MANUAL DISTRIBUTION RECORD**

I have read and understand all the information contained in this Manual and agree to follow the Safety Procedures and rules in the document.

NAME	DATE	SIGNED

## **APPENDIX 'F' - ACCIDENT REGISTER FORM**

Date of Accident	Time of Accident	Name of Injured Person	Place where accident occurred	Cause of Accident	Nature of injuries	Treatment given	Referred to Doctor or Hospital	Name of person giving first aid

## **APPENDIX 'G' - ACCIDENT NOTIFICATION FORM**

### ***Incident/Injury/Accident/Property Damage Report***

Name of Company \_\_\_\_\_

1. Name of personal involved \_\_\_\_\_ Age \_\_\_\_\_

Residential address \_\_\_\_\_

Time at GRAFC \_\_\_\_\_ On this type of job \_\_\_\_\_

Occupation \_\_\_\_\_ Length of time in occupation \_\_\_\_\_

Date of accident \_\_\_\_\_ Day of accident \_\_\_\_\_

Time of accident \_\_\_\_\_ Date work ceased \_\_\_\_\_ Time work ceased \_\_\_\_\_

Place of accident \_\_\_\_\_ Date reported \_\_\_\_\_

To Whom \_\_\_\_\_ Others involved \_\_\_\_\_ Witness \_\_\_\_\_

Injured person's supervisor \_\_\_\_\_

2.

<b>Severity</b>	<b>Patient Care</b>	<b>Parts of Body Injured</b>	<b>Type of Injury</b>
<i>Property Damage</i>	<i>First Aid</i>	<i>Face/Head</i>	<i>Cuts/Lacerations</i>
<i>Minor Harm</i>	<i>Ambulance</i>	<i>Eyes</i>	<i>Eyes</i>
<i>Moderate Harm</i>	<i>Doctors Care</i>	<i>Spine</i>	<i>Minor</i>
<i>Serious Harm</i>	<i>Hospital</i>	<i>Trunk</i>	<i>Electric Shock</i>
<i>Fatality</i>		<i>Arms</i>	<i>Burns/Chemicals</i>
		<i>Hands/Fingers</i>	<i>Burns/Flames</i>
		<i>Legs</i>	<i>Burns/Electrical</i>
		<i>Toes/Foot</i>	<i>Fracture/Dislocation</i>
		<i>Skin</i>	<i>Illness/Disease</i>
		<i>Ear/Hearing</i>	<i>Skin Irritation</i>
			<i>Crush/Strains</i>
			<i>Bruises/Sprains</i>
			<i>Inhalation of Fumes</i>
			<i>Amputation</i>

Specific Remarks

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3. Describe the type of work being done at time of accident \_\_\_\_\_

Type of equipment (if any) \_\_\_\_\_

4. Damaged property

Describe property/material damaged \_\_\_\_\_

Nature of damage \_\_\_\_\_

Object/substances inflicting the damage \_\_\_\_\_

Supervising person in control \_\_\_\_\_ Witnessed by \_\_\_\_\_

5. Describe how the accident occurred, include equipment, object or substance involved (if motor vehicle is involved, please attach copy of MVA Report Form).

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Chance of it happening again;

Rare

Occasional

Often

#### 6. Immediate Cause

<b>Substandard Conditions</b>	<b>Substandard Acts</b>
Inadequately guarded	Operating without authority
Defective tools, equipment or substance	Operating at unsafe speeds
Hazardous arrangement	Making safety devices inoperative
Improper illuminations	Using unsafe equipment
Improper ventilation	Unsafe loading/placing/mixing
Unsafe clothing	Taking an unsafe position
Unguarded	Working on moving/dangerous equipment
Unsafe design or construction	Distraction, teasing, horseplay
Housekeeping	Failure to use personal protective devices
Dust	Failure to lock out or isolate

#### 7. Deficiencies which could have contributed to this incident/accident;

Breach of Rules

Inadequate supervision

Stress

Incorrect procedures

Physically incapable

Personal problem

Inadequate personal training

Inadequate standards

Lack of safety programme

Alarm failure

#### 8. Guides to corrective action based on the causes of this incident/accident;

Substitute Counsel personal

Replace

Train personal

Modify

Train management

Simplify

Task observation

Guard

Change task breakdown

Change

Management action with safety programme

Other \_\_\_\_\_ Other \_\_\_\_\_

What is being done to prevent similar incidents?

By Whom \_\_\_\_\_ By When \_\_\_\_\_

What further actions must be taken?

By Whom \_\_\_\_\_ By When \_\_\_\_\_

What further monitoring is required?

By Whom \_\_\_\_\_ By When \_\_\_\_\_

9. Accident investigated by;

Signature \_\_\_\_\_ Date \_\_\_\_\_

10. A copy of this report has been distributed to;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **APPENDIX 'H' - ACCIDENT INVESTIGATION QUESTIONNAIRE**

1. Was the person told to carry out the particular task? If not;

(a) Why did the person undertake the task?

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(b) Was there a change in intention? If so, state reason for change;

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2. Was the person concerned carrying out a task that was part of his/her normal duties? Yes/No

If no, state what was abnormal or different?

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3. Was the task within the job specification or description of the person concerned? Yes/No

If no;

(a) In what way was it outside the job specification or description?

---

(b) Who should have carried out the task?

---

(c) Why should that person perform the task?

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4. Had the person concerned been trained to carry out the task? Yes/No

If yes, what training had been given?

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5. What was the date of the last training given?

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6. Had the person concerned been given written or verbal instruction in the general hazards associated with the task? Yes/No

If yes;

(a) Methods of instruction and when given?

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(b) Outline the instruction given?

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7. Was the task carried out following the task procedure? Yes/No

8. When was the task procedure last updated?

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9. Was the task within the capability of the person concerned? Yes/No  
If no, what additional training is required?

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10. Was the person concerned familiar with the type of plant/equipment, tools etc? Yes/No  
If no, what knowledge/skill was lacking?

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11. Had the person concerned specifically warned and instructed about the hazards of the task? Yes/No  
If not;  
(a) Were the hazards known at all?

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(b) Who knew them?

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12. Had the person's immediate supervisor present in the area at the time of the accident? Yes/No  
If not;  
(a) The location of the supervisor at the time?

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(b) Did the supervisor give any instructions prior to leaving the area?

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13. Was the accident reported immediately? Yes/No  
To whom \_\_\_\_\_  
If not;

(a) Why was there a delay?

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(b) How long was the delay?

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14. Did the supervisor give a pre-task briefing? Yes/No

15. When did the supervisor last see the person involved doing the task correctly?

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#### PERSONAL PROTECTIVE EQUIPMENT

16. Was there a requirement to wear personal protective equipment Yes/No

17. Was the personal protective equipment available Yes/No

18. Was the personal protective equipment being worn correctly? Yes/No

19. If specialist personal protective equipment was involved had the person received training in the correct wearing and use of the equipment? Yes/No

Date of last training \_\_\_\_\_

#### PLANT/EQUIPMENT/PREMISES

20. Were plant/equipment/premises in normal condition?

(a) Plant Yes/No

(b) Equipment Yes/No

(c) Premises Yes/No

If no state what modifications or alterations had been or should be made?

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21. Were means for controlling emergency conditions e.g. emergency stops etc. located near to hand? Yes/No

22. Were guards or protective devices effective and/or secure? Yes/No  
If no, in what way was the guarding of the machine/plant insecure or ineffective?

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23. Were warning notices displayed, warning persons of hazards or to use protective equipment, clothing etc? Yes/No  
If yes, type and content of notice?

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24. Were operating controls etc clearly marked? Yes/No  
If no;  
(a) Reasons why not clearly marked?

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(b) What additional markings could be made?

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25. Was there unobstructed access to and from location? Yes/No  
If no, cause of blockage or restriction?

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26. Is there a written task procedure for the tasks involved? Yes/No  
What task procedures could be laid down?

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27. Were the task procedures clear and concise? Yes/No

28. Which task procedures need to change?

- (a)
- (b)
- (c)
- (d)

29. Is there a system for monitoring that procedure or ensuring that instructions are followed? Yes/No

If no, what method of monitoring could be used to ensure that procedures are followed?

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30. Is there an accepted safe method for carrying out the task? Yes/No  
If no, what method could be devised that would eliminate or reduce accident potential?

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31. Are procedures laid down for warning personnel of the hazards of the task? Yes/No

If no, what recommendations could be made to improve the situation?

32. Are permits-to-work/clearance certificates usually issued for this type of work? Yes/No

If no, should consideration be given to issuing a permit? Yes/No

If yes, why?

33. Was a permit to work issued? Yes/No

If no, why was a permit not issued?

34. Were permit-to-work conditions being followed? Yes/No

If no, what conditions were not being followed?

## ENVIRONMENT

35. Did any of the following environmental factors contribute to the accident? Yes/No

If yes, please circle;

Rain	Ice	Conditions of ground
Cold	Fumes	Conditions of floor
Restricted space	Uneven/Unlevel surface	Vapour
Snow	Fog	Radiation
Humidity	Gas	Heat
Confined space	Sun	Noise

State the nature of and the reasons for these environmental factors?

36. Was there a malfunction or failure of plant or equipment? Yes/No

State what failed?

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_

37. Was there failure or malfunction of an alarm system? Yes/No

(a) State which alarm system failed? \_\_\_\_\_

(b) When was the alarm system last checked? \_\_\_\_\_

(c) By whom? \_\_\_\_\_

## MISCELLANEOUS

38. Were any of the person's senses listed obscured or nullified which could have been a contributory factor?

Sight          Hearing          Smell          Taste          Touch

If yes, state which and why?

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39. List the names of other people who might assist in this investigation?

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40. Investigator's comments and recommendation?

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