



# Emergencies and Incident Investigation



FOR FORESTRY





- ...❖ Have you got Civil Defence supplies such as water, blankets, non-perishable food, torch, rope etc?
- ...❖ See your local council, fire service etc for more about preparing for emergencies.

## Example emergency procedures

### TRAPPED ON FOOT AT BURNOFFS

If your planned escape route cannot be used and no alternative exists then you (and crew) must dig in and wait for the fire to pass. Stay calm.

1. Select an area of little or no unburnt fuel.
2. Find shelter behind any available features (rockkks, banks) to reduce the effects of the radiant heat.
3. Dig a shallow trench and loosen the soil in a 1 m side zone around the trench.
4. If available use water to wet down the area. Set up a hose to provide a cover spray for the crew.
5. Ensure the other members of the crew are able to do the same.
6. Lie face down in the trench and shield yourself, clothing and helmet. You can also use your shovel to protect your face.
7. Do not get up until the fire has passed.
- 8. Do not run into unburnt areas.**
- 9. Do not run uphill or down wind of the fire.**
- 10. Do not run through the flames unless you can see clear ground beyond.**

### ARMED ROBBERY

1. Keep calm, make no sudden movements.
2. Do what the offender asks.
3. Try to memorise as many details about the offender as possible.
4. Note the direction and method of escape.
5. Notify police as soon as it is safe to do so. Leave the phone line open until the police arrive.
6. Provide first aid to victims, and lock outside doors.

### EARTHQUAKE

#### In an earthquake:

1. Keep calm.
2. Move away from windows, equipment and shelves that may fall.
3. Take cover under solid furniture such as tables and desks.

#### When the shaking stops:

4. Keep calm and help those that need assistance.
5. Warden to turn off all electrical sources and gas taps.
6. Wait for orders from your warden.

#### If you need to evacuate or the fire alarm sounds:

7. Use evacuation procedures to leave the building.
8. Keep together.
9. Follow the warden's instructions.
10. Meet at the assembly area \_\_\_\_\_ and report to wardens.

**DO NOT LEAVE THE ASSEMBLY AREA UNTIL YOUR WARDEN HAS SAID YOU CAN**

### FIRE

1. Raise the Alarm.
2. Contact emergency services on 111.
3. Evacuate danger area and/or building to primary assembly area.
4. Check to ensure everyone is accounted for.
5. Only if conditions permit should attempts be made to extinguish the fire.

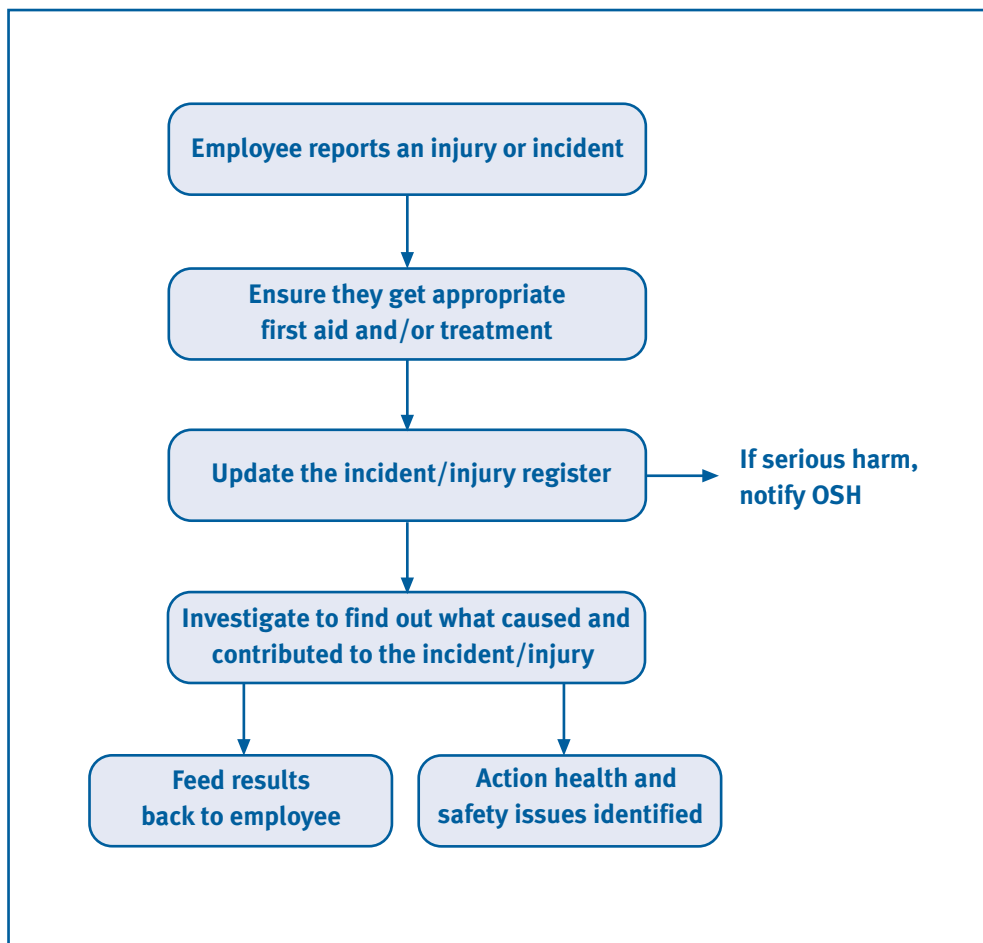
Provided you have the traing, and no person or property is put at risk then steps can be taken if a fire occurs in or near your work area:

Carry out an Initial Attack on the fire to extinguish it if possible, or so as to prevent or restrict further spread:

- Use a fire extinguisher
- Or apply water
- Or smother with dirt
- Or make a firebreak around it by using hand tools, skidders or tractors
- To stop further spread



## Incident and injury investigation flowchart



### FIRST AID

- Have at least one of your staff trained in first aid.
- Make sure first aid kits are well supplied.
- Keep first aid kits where they are easily accessible to staff.
- Keep a record of first aid that is provided.

### IF AN EMPLOYEE IS INJURED

- To help the employee return, offer them suitable work including modified work or a gradual increase in amount of work or number of hours.
- Stay in touch to:
  - Discuss any concerns.
  - Work out with the employee how they can get to and from work.
  - Invite them to social events at the workplace (eg, Friday night drinks).

# Injury and incident form

COMPANY NAME

ADDRESS

NAME

ADDRESS

INCIDENT TYPE  
 NEAR-HIT/NEAR MISS     INJURY     ILLNESS

DATE OF INCIDENT

TIME OF INCIDENT

JOB

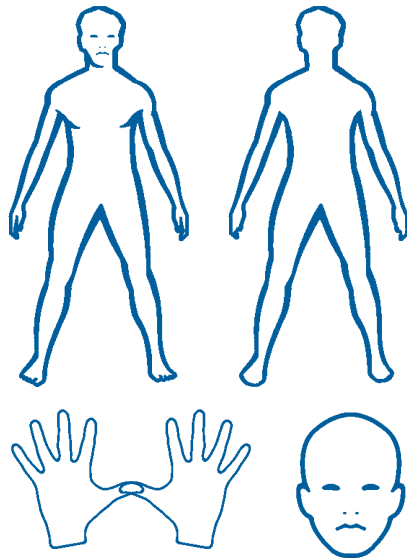
LENGTH OF TIME EMPLOYED HERE

PHONE

DATE OF BIRTH

### INJURY DETAILS - BODY PART

Shade the part of the body that is injured



### INJURY TYPE (TICK)

- |  |   |
|--|---|
| <input type="checkbox"/> Aches/pain (gradual)    | <input type="checkbox"/> Dermatitis   |
| <input type="checkbox"/> Aches/pain (sudden)     | <input type="checkbox"/> Dislocation  |
| <input type="checkbox"/> Amputation              | <input type="checkbox"/> Fatal  |
| <input type="checkbox"/> Broken bone             | <input type="checkbox"/> Foreign body   |
| <input type="checkbox"/> Bruising incl. crushing | <input type="checkbox"/> Eye <input type="checkbox"/> Nose <input type="checkbox"/> Ear |
| <input type="checkbox"/> Burn/scald              | <input type="checkbox"/> Inhalation disease (asbestos /lead)                            |
| <input type="checkbox"/> Chemical reaction       | <input type="checkbox"/> Hearing loss (noise induced)                                   |
| <input type="checkbox"/> Choking/suffocation     | <input type="checkbox"/> Poisoning  |
| <input type="checkbox"/> Concussion/brain injury | <input type="checkbox"/> Strain/sprain  |
| <input type="checkbox"/> Cut (infected)          | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Cut (not infected)      | <input type="checkbox"/> Multiple injuries  |
| <input type="checkbox"/> Dental injury           |   |

### TREATMENT DETAILS (TICK)

- None   
  First aid   
  Nurse   
  Physiotherapy   
  Doctor   
  Hospital

WHAT HAPPENED?

WHAT DO YOU THINK CAUSED OR CONTRIBUTED TO THE INCIDENT?

EMPLOYEE SIGNATURE

DATE

# Injury and incident investigation form

## INFORMATION COLLECTION

Write down what you have found out about the injury/incident

## ANALYSIS

List factors and hazards that contributed to the incident/injury

## ACTION

What action needs to be taken to prevent a similar incident/injury happening again?

## IS THIS A SERIOUS HARM INJURY?

Yes  No

If yes, report the injury to OSH as soon as possible, and on the prescribed form within seven days.

INVESTIGATION COMPLETED BY (NAME)

SIGNED

DATE

## SERIOUS HARM

1. Death.
2. Any of the following conditions that amounts to or results in death, permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological 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.
3. Amputation of body part.
4. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
5. Loss of consciousness from lack of oxygen.
6. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
7. 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.

