



WHS TRIPPING INCIDENT REPORT

Incident Details

Field	Details
Incident Date & Time	15th September 2024, 10:30 AM
Location of Incident	Store Floor, Aisle 4
Injured Person	John Doe
Job Title	Sales Assistant
Description of Incident	John Doe tripped and fell due to a carton box left on the store floor in Aisle 4.
Injury Sustained	Bruising on the left knee and minor scratches on the right hand.
Immediate Action Taken	First aid was administered, and the injured person was escorted to a nearby medical facility for further examination.
Witnesses	Jane Smith (Supervisor), Mike Brown (Customer)



Root Cause Analysis

Identified Cause	Details
Immediate Cause	Carton box left unattended on the store floor, creating a tripping hazard.
Underlying Cause	Improper storage practices and lack of regular housekeeping checks in the store.
Contributing Factors	Insufficient staff training on safe storage and hazard identification.

Corrective Actions

Action Required	Responsible Person/Department
Remove all obstructions from store floors immediately.	Store Supervisor
Implement regular housekeeping checks to identify and remove hazards.	Store Manager
Conduct staff training on safe storage practices and hazard identification.	WHS Officer
Review and update store safety procedures to prevent future incidents.	WHS Committee