



SAFETY REPORTING CARD

This card can be used to report any safety issue which has resulted in a "near miss" or could have caused an incident. It can also be used to highlight ideas and good practice which may benefit other groups within the Trust.

Any incident which causes injury or damage must be reported using the normal formal reporting methods already in place.

Work Party Organisers: These reports should be circulated to Restcom for discussion at the next meeting (or earlier by email if urgent action is required by other groups).

Type of report (Circle as applicable):

Near miss / Potential hazard / Improvement suggestion / Good practice

Date of occurrence:

Location:

Was this reported to someone on site at the time?

If yes, to whom was it reported?

Person making report - note this can be left blank if you prefer to remain anonymous

Name:

Phone Number:

Email:

Please record full details on the back of this card. Once completed it should be handed to your work party organiser, emailed to healthandsafety@wbct.org.uk (either as a scanned image or the details typed into an email) or posted into the Trust Office at the address below. Remember, highlighting a problem or good idea helps us to make our sites safe for everyone.

Details of report: