



INCIDENT INVESTIGATION REPORT

Document No:

ESD 003 A

To be completed within twenty four (24) hours of the Incident

INCIDENT TYPE :

001/06/2025

<input type="checkbox"/> INJURY/ILLNESS	<input type="checkbox"/> PROCESS LOSS	<input type="checkbox"/> NEAR MISS	<input type="checkbox"/> OTHER
<input type="checkbox"/> FIRE	<input type="checkbox"/> PROPERTY DAMAGE	<input checked="" type="checkbox"/> ENVIRONMENTAL HARM	

IDENTIFYING INFORMATION

COMPANY OR REGION AND ADDRESS Ladybrand Toyota		DEPARTMENT/SECTION Operations	
LOCATION OF INCIDENT Ladybrand Toyota		DATE OF INCIDENT 06/06/2025	TIME 15:00
DATE OF REPORT 06/06/2025			
INJURY/ILLNESS		PROPERTY DAMAGE/ENVIRONMENTAL HARM	
OTHER ACTUAL OR PONTIAL LOSS			
NAME OF INJURED / ILL		PROPERTY DAMAGE/ENVIRONMENTAL HARM Spillage	
TYPE Hydraulic fluid			
ADDRESS		NATURE OF LOSS Hydraulic fluid	
COST			
SEX	DATE OF BIRTH	COST ESTIMATED ACTUAL	NATURE OF LOSS Hydraulic fluid

PART OF BODY	DAYS OFF WORK	OBJECT/AGENT INFLECTING HARM Hydraulic fluid	OBJECT/EQUIPMENT/SUBSTANCE RELATED
NATURE OF INJURY OR ILLNESS		NATURE OF SPILL/RELEASE Minor	
OBJECT/EQUIPMENT/SUBSTANCE INFLECTING HARM		AMOUNT OF SPILL/RELEASE 3 litres (Estimated)	
OCCUPATION	YEARS OF SERVICE	SPLILL/RELEASE SIZE Minor	
TIME IN PRESENT POSITION		PERSON IN CONTROL OF ACTIVITY AT TIME OF OCCURENCE Driver and Supervisor	

INCIDENT SEVERITY AND RISK ASSESSMENT

MAJOR <input type="checkbox"/>	MINOR <input checked="" type="checkbox"/>	SERIOUS <input type="checkbox"/>	BRIEFLY DESRIBE	DAYS OF RESTRICTED WORK 0	DAYS OF LOST TIME 0
LOSS POTENTIAL IF NOT CORRECTED Potential major spill			SEVERITY POTENTIAL <input type="checkbox"/> MAJOR <input type="checkbox"/> SERIOUS <input checked="" type="checkbox"/> MINOR	PROBABILITY OF RECURRENCE <input type="checkbox"/> FREQUENT <input checked="" type="checkbox"/> OCCASIONAL <input type="checkbox"/> SELDOM	

INCIDENT DESCRIPTION

DESCRIBE HOW THE EVENT OCCURED: (INCLUDE PLACE, WORK BEING PERFORMED, PHYSICAL SURROUNDINGS, PPE, PROCESSES, EVENT OF HARM OR LOSS)

While F228 wasloading at Toyota Ladybrand the driver was operating the deck and notices hydraulic fluid leaking from a pipe. Upon futher inspection it was noted that the fluid was leaking from the seal on the pipe indicating a possible worn seal.

WITNESS TO INCIDENTS: Driver and VDQI Supervisor

CAUSE ANALYSIS

IMMEDIATE CAUSES: What substandard acts and conditions caused or could cause this event?

General wear and tear of hydraulic seal

BASIC CAUSES: What specific personal or job factors caused or could cause this event?

Potential improper installation of the seal during service or a mistake in the inspection of the seal during service.

CAUSE CHECKLIST

ACTS	CONDITIONS	
<input checked="" type="checkbox"/> OPERATING EQUIPMENT	<input type="checkbox"/> GUARDS/BARRIERS	<input type="checkbox"/> HIGH/LOW TEMPERATURE
<input type="checkbox"/> EQUIPMENT NOT SECURED	<input type="checkbox"/> PROTECTIVE EQUIPMENT	<input type="checkbox"/> VENTILATION
<input type="checkbox"/> OPERATING SPEED	<input checked="" type="checkbox"/> TOOLS, EQUIPMENT, MATERIAL	<input type="checkbox"/> CONCURRENT OPERATIONS
<input type="checkbox"/> REMOVING SAFETY/ENVIRONMENTAL DEVICES	<input type="checkbox"/> CONGESTED OR RESTRICTED AREAS	<input type="checkbox"/> INCOMPATIBLE CHEMICALS
<input type="checkbox"/> LOADING	<input type="checkbox"/> WARNING/MONITORING ALARMS AND SYSTEMS	<input type="checkbox"/> INCOMPATIBLE ADDITIVES
<input type="checkbox"/> PLACEMENT	<input type="checkbox"/> FIRE AND EXPLOSION SUPPRESION SYSTEMS	<input type="checkbox"/> OTHERS
<input type="checkbox"/> POSITION FOR TASK	<input type="checkbox"/> HOUSEKEEPING	
<input type="checkbox"/> USE OF PPE	<input type="checkbox"/> ENVIRONMENTAL CONDITIONS e.g. DUSTS	
<input type="checkbox"/> SERVICING EQUIPMENT IN OPERATION	FUMES, GASES, VAPORS, OTHERS	
<input type="checkbox"/> HORSEPALY	<input type="checkbox"/> NOISE	
<input type="checkbox"/> UNDER THE INFLUENCE OF DRUGS/ALCOHOL	<input type="checkbox"/> RADIATION	
<input type="checkbox"/> OTHERS		

CODING OF BASIC CAUSES

INDIVIDUAL FACTORS

<input type="checkbox"/> KNOWLEDGE
<input type="checkbox"/> SKILL
<input type="checkbox"/> MOTIVATION
<input type="checkbox"/> PHYSICAL CAPABILTY

WORK FACTORS

<input type="checkbox"/> LEADRSHIP
<input checked="" type="checkbox"/> ENGINEERING
<input type="checkbox"/> PURCHASING
<input type="checkbox"/> MAINTENANCE

TYPE OF CONTACT

<input type="checkbox"/> STRUCK BY	<input type="checkbox"/> CAUGHT BETWEEN
<input type="checkbox"/> CONTACTED WITH	<input type="checkbox"/> EXPOSURE
<input type="checkbox"/> STRUCK AGAINST	<input type="checkbox"/> FALL TO BELOW
<input type="checkbox"/> CONTACT WITH	<input type="checkbox"/> FALL TO SAME LEVEL

ACTION PLAN FOR REMEDY

CORRECTIVE ACTIONS: What actions should be taken to avoid a recurrence of this type of incident? (State who, what, engineering changes, procedural changes or development rules.

Ensure consistent and thorough examination of hydraulic equipment regularly

FOLLOW UP

		FOLLOW UP DATES FOR EACH EMEDIAL ACTION
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REACTIONS TO THE INVESTIGATOR'S ANALYSIS OF THE CAUSES AND THE REMEDIAL ACTIONS:

SIGNATURE: _____ TITLE: _____ DATE: _____

SIGNATURE: _____ **TITLE:** _____ **DATE:** _____

SKETCH OF INCIDENT SITE (Attach additional photos, diagrams or other material if applicable to the investigation)

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