

AUSTRALIAN AUTOMOTIVE GROUP – INCIDENT REPORT FORM

INCIDENT REPORT FORM

PART A – INJURED WORKERS DETAILS

Name JORDAN SCHOFIELD

Gender ☒ Male ☐ Female

Position title CALL CENTRE

Date of Birth 03/12/1998

Site location employed at RYDE

Shift time 8:30 AM -
5:30 PM

PART B – PERSON COMPLETING THIS FORM

Full Name COURTNEY MONZIES

Position MANAGER

Relationship to the
Employee MANAGER

Time you reported this
incident to your manager MONDAY 1st APRIL 2019

PART C – INCIDENT DETAILS

Where did the injury occur ☐ as above ☒ other (specify)

Date of injury 28 MARCH 2019

Time of injury 1:44 PM

Full Name JORDAN SCHOFIELD

Contact No 0478 817 663

Was there any witnesses

☐ No ☐ Yes (specify)

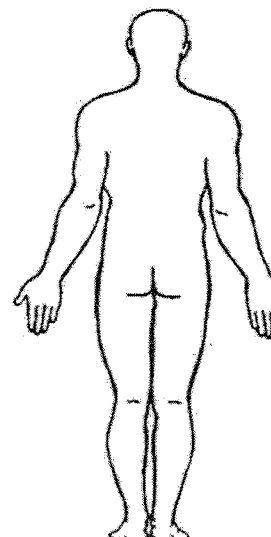
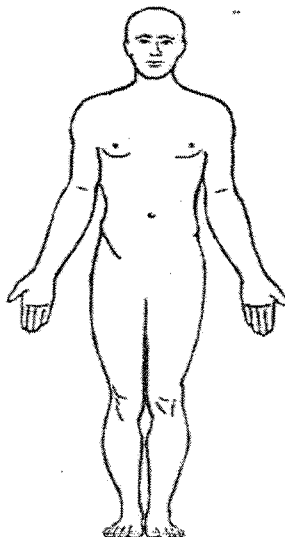
Contact No

Contact No

Is photo evidence attached ☒ No ☐ Yes (specify) - emails attached

What training was completed ☐ None ☐ SOP ☐ Tool Box ☐ Site Induction ☐ AAG Induction ☐ Other (specify)

Please mark the location
of where the injuries
occurred. Please Take note
of the left and right side of
the body and add notes as
required.



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PART D – INCIDENT TYPE - Please ensure all relevant categories are marked

- | | | |
|--|--|---|
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Electric shock | <input type="checkbox"/> Sound and pressure |
| <input type="checkbox"/> Serious lacerations | <input type="checkbox"/> Burn(s) | <input type="checkbox"/> Body Stressing |
| <input type="checkbox"/> Minor lacerations | <input type="checkbox"/> Manual Handling | <input type="checkbox"/> Bullying, Harassment |
| <input type="checkbox"/> Falls, Slips, Trips (from height) | <input type="checkbox"/> Hitting object with body part | <input checked="" type="checkbox"/> Mental Stress |
| <input type="checkbox"/> Falls, Slips, Trips (from same level) | <input type="checkbox"/> Hit by moving object | <input type="checkbox"/> Near Miss |
| <input type="checkbox"/> Fracture | <input type="checkbox"/> Chemical related | <input type="checkbox"/> Other |

PART E – REMEDY - Please ensure all relevant categories are marked

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> No First Aid Required | <input type="checkbox"/> Medical Treatment (Hospital) | <input type="checkbox"/> Fatality |
| <input type="checkbox"/> First Aid Required – No Doctor Required | <input type="checkbox"/> Medical Treatment (Medical Centre) | <input type="checkbox"/> N/A Near Miss |

PART F – ADDITIONAL MATTERS - Please ensure all relevant categories are marked

- | | | |
|---|---|---|
| <input type="checkbox"/> SWP was not followed | <input type="checkbox"/> Equipment was not sufficient | <input type="checkbox"/> N/A Near Miss |
| <input type="checkbox"/> There was improper supervision | <input type="checkbox"/> Equipment was damaged | <input type="checkbox"/> Other (please specify below) |
| <input type="checkbox"/> There was improper training | <input type="checkbox"/> Equipment was misused | _____ |

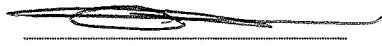
PART G – DESCRIPTION OF INCIDENT - Please ensure all relevant categories are marked

Jordan requested to take Friday 29/3 off for emergency psychologist appointment @ 11:17am, which I said yes to. At 1:36pm he requested to talk so we went to the back – Jordan explained he was having an anxiety attack + needed to go home.

PART H – IMMEDIATE ACTION TAKEN

I offered to call someone or the ambulance or take him home. He said he had called a friend to collect him. He was picked up @ 2:30pm + messaged to say he was on his way home.

PART I – ACKNOWLEDGEMENT

Full Name	Position	Signature	Date
Courtney Menzies	Manager		2/4/2019
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Courtney Menzies

Subject: FW: Friday

From: Courtney Menzies
Sent: Thursday, 28 March 2019 1:44 PM
To: Jordan Schofield
Subject: RE: Friday

Now is ok, should we go out to the yard?

Courtney Menzies
Lifecycle Manager
Australian Automotive Group
W www.aag.com.au | E cmenzies@aag.com.au
M 0400 345 979



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From: Jordan Schofield
Sent: Thursday, 28 March 2019 1:36 PM
To: Courtney Menzies
Subject: RE: Friday

Hey Courtney can I speak to you in private when you are next available?

From: Courtney Menzies
Sent: Thursday, 28 March 2019 11:19 AM
To: Jordan Schofield
Subject: RE: Friday

Hey Jordan

Yes that's okay.
You can take it as a sick day if you can give me a doctors certificate?

Regards

Courtney Menzies

Lifecycle Manager
Australian Automotive Group
W www.aag.com.au | E cmenzies@aag.com.au
M 0400 345 979

From: Jordan Schofield
Sent: Thursday, 28 March 2019 11:17 AM
To: Courtney Menzies
Subject: Friday

Hey Courtney, am I able to get tomorrow off for an emergency psychologist appointment tomorrow? if you are able to just move my days off around sorry its such late notice.

Kindest regards

Jordan Schofield
Online Specialist Team

☎ (02) 9850 1250 ✉ online@aag.com.au



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