

ACCIDENT AND NEAR MISS REPORT FORM

IAI FORM 1000A

Quarterly Report for:

Due Date:

Please read the Reporting Guidelines on page 2 very carefully before completing this form.

1. Name or Location of Plant _____ 2. Date of Incident _____ (Day/Month/Year)

3. Consequence

Fatality: [] Injury: [] Near Miss: []

Nature of injury, if any: _____

4. Process

Mining: [] Refining: [] Reduction: [] (Smelting)

Carbon Plant: [] Remelt: [] Casting: [] Other: []

5. Incident Description

a. What was the injured person doing at the time of the accident or near miss?

[]

b. Describe the events that led to the accident or near miss and attach photographs, drawings and/or diagrams if possible.

[]

c. Identify the causes of the accident or near miss and the actions taken to prevent recurrence.

[]

Reported by:

Name: _____ Date: _____ Company: _____ Nothing to Report: []

Please return completed form to:

Confidential Statistical Officer International Aluminium Institute New Zealand House, Haymarket London SW1Y 4TE, United Kingdom

Tel No: 00 44 20 7930 0528 Fax No: 00 44 20 7321 0183 E-Mail: faldo@world-aluminium.org

Reporting Guidelines

1. An accident is an incident that results in death or injury. A near miss is an incident that does not result in death or injury but which, under only slightly different circumstances, could have been a major accident.
2. Only those accidents and near misses which, when investigated, reveal information that could be of interest to others in the aluminium industry and be used to prevent recurrence are reported. Safety Correspondents judge for themselves if an accident or near miss meets the reporting criteria of providing an important safety lesson that is worth sharing. Exceptionally, all fatal accidents are reported.
3. **The information provided on Form 1000A should be supplemented by relevant photographs, drawings and/or diagrams if possible.**
4. Accidents and near misses involving full time and part time employees of both the company and contractors may be reported. Employees include administrative and office staff.
5. Reported incidents must occur within a plant site boundary or on a work-related activity such as tree clearance prior to mining. Driving a vehicle or operating special purpose equipment outside a work site boundary is a work-related activity provided the driver or operator is on company business.