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| **INTRODUCTION** |
| **The key purpose of incident alerts is to share information about incidents so that others may learn from them and act, if appropriate, to mitigate similar incidents at their workplace.** * We are all **Safer by Sharing**
* This form has been created to help companies submit an incident alert to be added to Safequarry website and APP.
* Please note that MPA is happy to take alerts already created by you in other formats and adapt them before adding to the system.
* Safequarry incident alerts are normally anonymised unless you specifically say you would be happy for your identity to be revealed or supporting images make this clear.
* The notes provided in the left-hand column are for Guidance only.
* Please check out a few existing alerts on [Safequarry](https://www.safequarry.com/home/incident-alerts.aspx) to see examples of recent alerts submitted.
* Your alert will be reviewed by an MPA H&S specialist before final inclusion on the system.
* If you have any supporting **images or other resources** this would be very helpful – **please send as separate attachments with this word document.**
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| **CONTACT INFORMATION** |
| This contact information will not be shared with others, it is only so that we can contact you if we require further information. |
| **Name of individual submitting alert** |  |
| I confirm that I am authorised by my company to share this | YES [ ]  NO [ ]  |
| Company name |  |
| Your contact telephone number |  |
| Your contact email address |  |

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| **KEY ELEMENTS** |
| What type of location did the incident occur at – e.g. On Highway, quarry, precast site, asphalt plant, construction site.What type of activity was involved? E.g. Working at height, transport and logistics, maintenance, contracting, production |  |
| **Title**Title should ideally give a clear indication of the following:* If it relates to one of the Fatal 6
* If serious injury or fatality involved
* If so, which one
* If it was a HiPO
* Brief description of nature of alert
* If employee, contractor, client or member of public involved
* e.g. Fatal 3 – Contractor seriously injured having fallen from gantry or Fatal 1 – HiPO – Fitter avoids serious injury when isolation switch failed to operate
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| **WHAT HAPPENED** Brief description of what happenedBackground information that is relevant e.g. Weather conditions, nature of ground/location.If established, it may be helpful to share critical factors such as:* Did they have relevant training experience?
* Did they have up to date documentation to perform task?
* Were they appropriately supervised?
* Had they been authorized to perform task?
* Was risk assessment up to date?
* Did it involve failure of system?
* Were guards/isolation/failsafe mechanism in place
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| **LeaRNING POINTS/ACTION TAKEN**Summary of key learning from incidentSummary of actions takenSummary of any recommendations as a consequence of this incident |  |

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| **SUPPORTING RESOURCES** |
| If you have any supporting resources such as:* Images
* PDFs
* Video clips

Please send these as e-mail attachments to colin.mew@mineralproducts.org |

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| **SUBMIT FORM** |
| Please save the completed Word document and send as an attachment to colin.mew@mineralproducts.org along with any other attachments such as jpeg and video files |