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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 |  |
| **WHAT HAPPENED**  Brief description of what happened  Background 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 |  |
| **LeaRNING POINTS/ACTION TAKEN**  Summary of key learning from incident  Summary of actions taken  Summary 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](mailto: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](mailto:colin.mew@mineralproducts.org) along with any other attachments such as jpeg and video files |