



see



care



share

safety share

CORRECT INFORMATION IS ESSENTIAL



“Tommy got hurt when I poked him in the behind with a forklift but wasn't my fault **NOBODY** put up a safety poster telling us not to do that!”

WHEN COMPLETING THE AIR3 REPORT....

- ✓ **CHECK** the contact details are spelt correctly, phone number entered correctly, and phone is active! The contact e-mail must be a **COMPASS** email.
- ✓ **DOES THE DESCRIPTION:**
- ✓ Give a good indication of what caused the accident to happen
- ✓ Brief and to the point
- ✓ Spelt correctly
- ✓ **REMEMBER** – the HSE covering AIR does not know your site or processes so think 'does this make sense' to someone unfamiliar to my site?
- ✓ Read it to check **BEFORE** moving on

REMEMBER :

- ✓ **COMPLETE UNIT REVIEW** An email will arrive after you complete initial report , complete the unit review of the incident and scan and load the incident pack via this link
- ✓ **SITUATION CHANGES** If you have made a mistake or the IP does not return to work on their next shift after an incident, then contact your HSE to amend and advise.