

Near miss records

| Date | Hazard/ Incident | Action taken | By whom |
|------------|------------------------------------|---|--|
| 20/02/2020 | Jake tripped on uneven gravel | Area assessed and alternative walkway needed to be erected. | Site supervisor |
| 23/02/2020 | Jenny tripped on discarded plastic | Rubbish to be discarded appropriately after use and site is to be cleaned at the end of each day. | Site supervisor to delegate responsibilities amongst team members. |