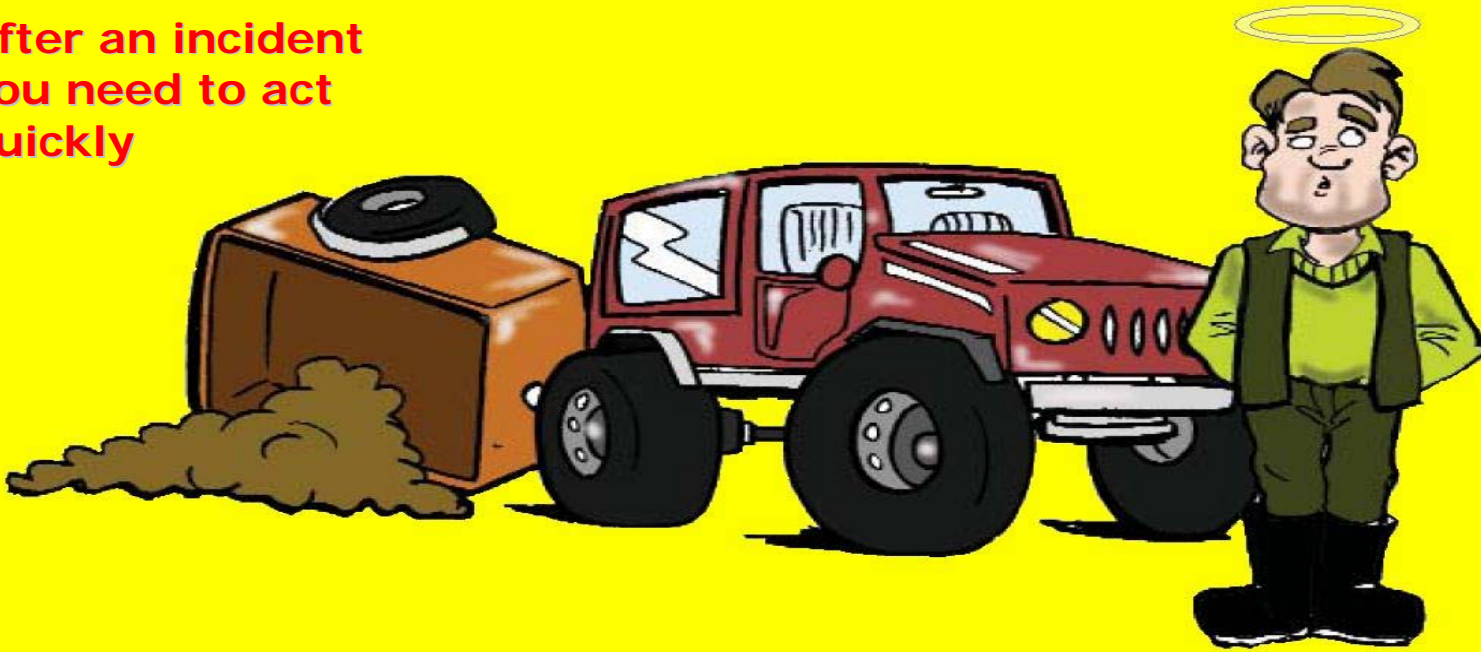


Incident follow-up

**After an incident
you need to act
quickly**




- 1 Identify dangers and make them safe.
- 2 Get medical help if needed.
- 3 Preserve the scene of the incident as best you can.
- 4 Report the incident. See www.hsa.ie for details.
- 5 Carry out your own investigation and draw up a report.
- 6 You will need to make sketches and take photographs of the scene. Label them carefully and keep them as records.
- 7 Talk to any victims or witnesses of the incident and write down what they say about it.



Plain English
Approved by NALA

Name	Signature	Date	Name	Signature	Date

Doc No: 07139

 **SIMPLE SAFETY**