

# Brief Workplace Accident Summary Document

## Incident Details

**Date of Incident:**

02 June 2024

**Time of Incident:**

10:45 AM

**Location:**

Production Area, Block C

## Employee(s) Involved

**Name:**

Alex Morgan

**Department:**

Assembly

**Position:**

Machine Operator

## Accident Description

At 10:45 AM, Alex Morgan was operating the conveyor belt machine when his right hand became caught between two moving rollers. The machine was immediately stopped by a nearby colleague. First aid was administered at the scene, and Alex was transported to the onsite medical facility for further assessment.

## Immediate Actions Taken

- Machine stopped immediately.
- First aid provided onsite.
- Area isolated pending investigation.
- Incident reported to supervisor and safety officer.

## Injury Summary

- Contusion and minor lacerations to right hand.
- No fractures identified.
- Referred for further medical evaluation.

## Follow-Up & Recommendations

- Reinforce machine safety training for all operators.
- Review and improve machine guarding measures.
- Conduct risk assessment in the production area.

## Important Notes

- Accident summaries should be factual, concise, and accurate.
- Do not include personal judgments or assumptions.
- Protect confidentiality of involved employees.
- Timely completion and submission are essential for compliance and follow-up.
- Review and signature by supervisor or safety officer may be required.

