

Sheet 1 - The Incident

Joseph Mthethwa was unloading stationery and medical supplies from the back of his van. He had been asked by Karen Stone, the supervisor, to take the material into the store room.

Three times this month Joseph had delivered material to the clinic. On each occasion he had been instructed to stack the material against the office wall in the store room where it could be sorted and distributed to other departments later.

The store room contained equipment and materials such cleaning materials, electrical leads, ladders etc.

As normal he was in a hurry, he decided to save time by placing all the stores in one heap on the floor of the store room. No one had commented about this in the past.

To cover himself Joseph told Alice Wright, the receptionist, to let someone know the material was on the floor. Alice forgot to pass on the message.

Frances White, was responsible for the storage of all the equipment and materials. She had spent the morning tidying up some of the storage racks and now

started to move some of the material to the lower shelves.

Three weeks earlier, Frances and the others had attended a safety talk where they had been shown the correct storage and stacking methods and how to use step ladders for reaching the high areas .

Some of the material Frances had to move was on the higher shelves and required a ladder to reach it. The material Joseph had delivered was stacked in front of the ladder storage area. This didn't concern Frances as she had often stood on an office chair in the past to reach the top shelves. She didn't hesitate to use it again this time.

The storage shelves she was clearing were located behind the store room door. The door was not fitted with a lock.

As Frances stood on the chair Bill, the cleaner, opened the door knocking the chair which was fitted with casters.

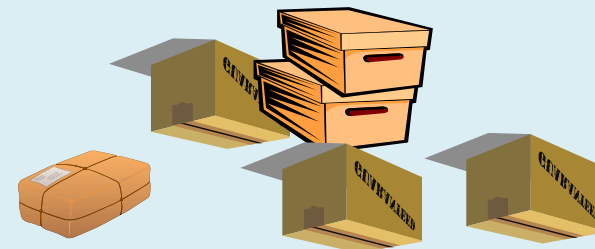
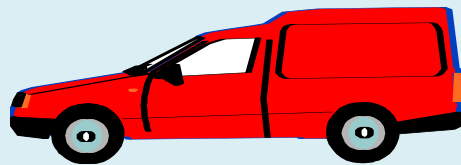
Frances fell from the chair and broke her wrist.



Sheet 2 - Joseph Mthethwa

Joseph has failed to ensure the safety and health of another employee by not stacking the material as instructed.

He left the hazard for others to fix. Just informing the receptionist about the problem does not meet his Duty of Care responsibility.



Sheet 3 - Karen Stone (The Supervisor)



The Supervisor has failed to enforce safety and health procedures.

She failed to take appropriate action on three occasions in the past when Joseph had stacked the material creating a hazard.

She should have arranged for the immediate relocation of the material.

Sheet 4 - Alice Wright



Alice failed to ensure the safety of others by not informing the supervisor that the material was in a heap on the floor.

Meeting your Duty of Care requires you to act and work in a way that does not put your safety and the safety of others at risk.

This means following company operating procedures and safety rules.

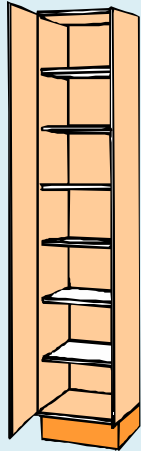
Sheet 5 - Frances White

Frances failed to ensure her own health and safety by standing on the chair.

She should have followed company safety rules and procedures. She had been trained in the correct storage and stacking practices.

Not taken shortcuts to save time or effort.

Using a ladder and wedging the door would have prevented the accident.



Sheet 6 - The employer



The employer has failed to enforce a safe system of work.

He failed to enforce adequate supervision.

He failed to enforce the correct safe guards e.g.. Ensuring the door was locked or appropriate signs.