**LEARNING FROM INCIDENTS**

**REPORTING FORM**

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| **Describe what happened** |
| During the electrical safety testing on some lights that were installed by staff, a plug for one of them was found in an unsafe condition, where the flex was not secured under the cord grip and the pin for the neutral wire had its screw missing causing the wire to become disconnected.  |
| **What were the immediate cause(s)?** |
| Plugs were installed by staff without the proper level of electrical competence. |
| **What were the root cause(s)?** |
| The staff members were not aware of the electrical safety requirements for the type of work being attempted. |
| **Describe the action taken** |
| The PI and Lab Manager discussed the situation with the group and reminded them that electrical works had to be performed by personnel with the proper electrical safety competencies and checked by trained technicians/electricians prior to use. |
| **Images (optional)** |
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