



IT Incident Report Form

12321 / 11 Jul 2023 / Jonatan Zdenka

Complete

Score	0 / 1 (0%)	Flagged items	1	Actions	2
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Incident Numer

12321

Name of person involved

Felice Llew

Date & Time of Incident

11 Jul 2023 10:16 PST

Reported By

Jonatan Zdenka

Location

California, USA
(36.778261, -119.4179324)

Flagged items & Actions

1 flagged, 2 actions

Flagged items

1 flagged, 1 action

Inspection / Incident Description

Have the incident been resolved

No

Hardware affected has been sealed off but the cause has not yet identified. All injuries have been treated.

To do | Priority: High | Due: 18 Jul 2023 10:23 PST | Created by: SafetyCulture Staff

Follow up on status of hardware

Other actions

1 action

Inspection / Completion

Observations and comments

It is not the first time this happened. Must investigate. We should also reinforce the use of gloves as PPE when handling wiring and other hardware.

To do | Priority: High | Due: 18 Jul 2023 10:24 PST | Created by: SafetyCulture Staff

Perform a risk assessment on all hardware in hardware room

Inspection

1 flagged, 2 actions, 0 / 1 (0%)

Instructions: This form is to be completed as soon as possible following the detection or reporting of an Information Technology (IT) security incident. All items completed should be based on information that is currently available. This form may be updated and modified if necessary.

Contact Information for this Incident

Name

Involved: Felice Llew

Other staff:

- Boele Višeslav

- Cathaoir Abril

- Alexis Liudvika

Job Title

General Floor Supervisor for IT

Store/Department

IT

Contact number

Email address

f.llew.it@mnmn.com

Work Address

California, USA
(36.778261, -119.4179324)

Incident Description

1 flagged, 1 action, 0 / 1 (0%)

Provide a brief description

Felice Llew was helping fix IT hardware team with wirings because there was an issue with the connection. One wire caught fire in Llew's hands and caused her minor burns



Photo 1

Date & time incident was discovered

11 Jul 2023 10:16 PST

Have the incident been resolved

No

Hardware affected has been sealed off but the cause has not yet identified. All injuries have been treated.

To do | Priority: High | Due: 18 Jul 2023 10:23 PST | Created by: SafetyCulture Staff

Follow up on status of hardware

Physical location of affected system(s)

In hardware room

Number of sites affected by the incident

1 site only but 2 pieces of hardware were affected

Approximate number of systems affected by the incident

2

Approximate number of systems affected by the incident

2

Are non-Commonwealth systems, such as business partners, affected by the incident?

No

Impact/potential impact

Select all that apply to this incident

System Downtime	Financial Loss	Other Organization's Systems Affected
	Integrity Damage	Other

Provide a brief description

The broken hardware are no longer working, and it will cost money to replace them and investigate them. Issues have been traced to them long before, so employees are not liable to them.

Completion

1 action

Observations and comments

It is not the first time this happened. Must investigate. We should also reinforce the use of gloves as PPE when handling wiring and other hardware.

To do | Priority: High | Due: 18 Jul 2023 10:24 PST | Created by: SafetyCulture Staff

Perform a risk assessment on all hardware in hardware room

Name & signature of person reporting

Jonatan Zdenka

Jonatan Zdenka
11 Jul 2023 10:25 PST

Media summary



Photo 1