

## Incident Investigation Report

This form must be completed by the investigation team. It must identify both direct/immediate as well as root/underlying causes. Recommendations for corrective measures must be identified and reviewed by senior management. A copy of the completed investigation report must also be forwarded to the OH&S Committee/Worker Health and Safety Representative for review.

<b>Incident Category</b> <b>(Check all that apply)</b>
<input type="checkbox"/> No Injury (Near Miss)
<input type="checkbox"/> First Aid Injury
<input type="checkbox"/> Medical Aid Injury
<input type="checkbox"/> Lost Time Injury
<input type="checkbox"/> Fatality
<input type="checkbox"/> Illness
<input type="checkbox"/> Property Damage
<input type="checkbox"/> Hazardous Materials Spill
<input type="checkbox"/> Motor Vehicle Accident

<b>Incident Specifics</b>		
Location of Incident:		
Date of Incident :	Time of Incident:	am/pm
Date Reported:	Time Reported:	am/pm
Affected Body Part(s):		
Description of Injury/Damage:		

<b>Sequence of Events</b>
Outline the sequence of events leading up to, during, and immediately after the incident:

<b>Immediate Causes</b>
What substandard acts, practices, and/or conditions caused, or could cause, the incident? A list of substandard acts and conditions has been included at the end of this document.

<b>Basic Causes</b>
What specific personal or job/system factors caused, or could cause, the incident? A list of job factors and personal factors has been included at the end of this document.

Recommendations to Correct Immediate/Direct Causes:		
Actions	Time Frame	Who is Responsible?

Recommendations to Correct Basic Causes. Consider improvements needed in the safety management system, including:	
<input type="checkbox"/> Leadership and Administration	<input type="checkbox"/> Inspections
<input type="checkbox"/> Occupational Health and Safety Committee	<input type="checkbox"/> Safe Work Practices and Job Procedures
<input type="checkbox"/> Communication	<input type="checkbox"/> Training and Orientation
<input type="checkbox"/> Hazard Recognition, Evaluation, and Control	<input type="checkbox"/> Emergency Preparedness
<input type="checkbox"/> Incident Investigation	<input type="checkbox"/> Disability Management

Actions	Time Frame	Who is Responsible?

Additional Comments:

Investigation Team	
Name:	Occupation:
Name:	Occupation:
Name:	Occupation:
Name:	Occupation:

Report Completed By:	
Signature:	Date

Review & Sign Off	
Supervisor:	Title:
Signature:	Date
Sr. Management:	Title:
Signature:	Date
OHS Committee Co-Chairs:	Title:
Signature:	Date
OHS Committee Co-Chairs:	Title:
Signature:	Date

<b>IMMEDIATE CAUSES (check all that apply)</b>	
<p><b>Substandard Acts/Actions</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Operating equipment without authority</li> <li><input type="checkbox"/> Failure to warn</li> <li><input type="checkbox"/> Failure to secure</li> <li><input type="checkbox"/> Operating at improper speed</li> <li><input type="checkbox"/> Making safety devices inoperable</li> <li><input type="checkbox"/> Removing safety devices</li> <li><input type="checkbox"/> Using defective equipment</li> <li><input type="checkbox"/> Failure to use PPE</li> <li><input type="checkbox"/> Improper loading</li> <li><input type="checkbox"/> Improper placement</li> <li><input type="checkbox"/> Improper lifting</li> <li><input type="checkbox"/> Improper position for task</li> <li><input type="checkbox"/> Servicing equipment in operation</li> <li><input type="checkbox"/> Horseplay</li> <li><input type="checkbox"/> Under influence of alcohol and/or other substances</li> </ul>	<p><b>Substandard Conditions</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inadequate guards or barriers</li> <li><input type="checkbox"/> Inadequate or improper protective equipment</li> <li><input type="checkbox"/> Defective tools, equipment or materials</li> <li><input type="checkbox"/> Congestion or restricted action</li> <li><input type="checkbox"/> Inadequate warning system</li> <li><input type="checkbox"/> Fire and explosion hazard</li> <li><input type="checkbox"/> Poor housekeeping, disorder</li> <li><input type="checkbox"/> Hazardous environmental conditions, gases, smoke, dusts, fumes</li> <li><input type="checkbox"/> Noise exposure</li> <li><input type="checkbox"/> Radiation exposure</li> <li><input type="checkbox"/> High or low temperature exposure</li> <li><input type="checkbox"/> Inadequate or excess illumination</li> <li><input type="checkbox"/> Inadequate ventilation</li> </ul>

<b>BASIC CAUSES (check all that apply)</b>	
<p><b>PERSONAL FACTORS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Inadequate physical/physiological capability</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> inappropriate height, weight, size, strength, reach, etc.</li> <li><input type="checkbox"/> restricted range of body movement</li> <li><input type="checkbox"/> limited ability to sustain body positions</li> <li><input type="checkbox"/> substance sensitivities or allergies</li> <li><input type="checkbox"/> sensitivities to sensory extremes (sound, temperatures, etc.)</li> <li><input type="checkbox"/> sensory deficiency (hearing, vision, touch, balance etc.)</li> <li><input type="checkbox"/> respiratory incapacity</li> <li><input type="checkbox"/> other permanent physical disabilities</li> <li><input type="checkbox"/> temporary disabilities</li> </ul> </li> <li><input type="checkbox"/> <b>Inadequate mental/psychological capability</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> fears and phobias</li> <li><input type="checkbox"/> emotional disturbance</li> <li><input type="checkbox"/> mental illness</li> <li><input type="checkbox"/> intelligence level</li> <li><input type="checkbox"/> inability to comprehend</li> <li><input type="checkbox"/> poor judgement</li> <li><input type="checkbox"/> poor coordination</li> <li><input type="checkbox"/> slow reaction time</li> <li><input type="checkbox"/> low mechanical aptitude</li> <li><input type="checkbox"/> low learning aptitude</li> <li><input type="checkbox"/> Memory failure</li> </ul> </li> <li><input type="checkbox"/> <b>Physical/ physiological stress</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> injury/illness</li> <li><input type="checkbox"/> fatigue due to ( task load or duration, lack of rest,</li> </ul> </li> </ul>	<p><b>JOB FACTORS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Improper motivation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> improper performance is rewarding</li> <li><input type="checkbox"/> proper performance is punishing</li> <li><input type="checkbox"/> lack of incentives</li> <li><input type="checkbox"/> excessive frustration</li> <li><input type="checkbox"/> Inappropriate aggression</li> <li><input type="checkbox"/> improper attempt to save time or effort</li> <li><input type="checkbox"/> improper attempt to avoid discomfort</li> <li><input type="checkbox"/> improper attempt to gain attention</li> <li><input type="checkbox"/> inadequate discipline</li> <li><input type="checkbox"/> inappropriate peer pressure</li> <li><input type="checkbox"/> improper supervisory example</li> <li><input type="checkbox"/> inadequate performance feedback</li> <li><input type="checkbox"/> improper production incentives</li> </ul> </li> <li><input type="checkbox"/> <b>Inadequate leadership and/or supervision</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> unclear/conflicting reporting relationships</li> <li><input type="checkbox"/> unclear/conflicting assignment of responsibilities</li> <li><input type="checkbox"/> improper or insufficient delegation</li> <li><input type="checkbox"/> giving inadequate policy, procedure, practices, or guidelines</li> <li><input type="checkbox"/> conflicting objectives, goals, or standards</li> <li><input type="checkbox"/> inadequate work planning or programming</li> <li><input type="checkbox"/> providing inadequate reference documents, directives, or guidance publications</li> <li><input type="checkbox"/> inadequate identification and evaluation of loss exposures</li> <li><input type="checkbox"/> lack of supervisory/management job knowledge</li> <li><input type="checkbox"/> inadequate matching of individual qualifications and job/task requirements</li> </ul> </li> </ul>

<p>Sensory overload etc.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> exposure to health hazards</li> <li><input type="checkbox"/> exposure to temperature extremes</li> <li><input type="checkbox"/> oxygen deficiency</li> <li><input type="checkbox"/> atmospheric pressure variation</li> <li><input type="checkbox"/> constrained movement</li> <li><input type="checkbox"/> blood sugar deficiency</li> <li><input type="checkbox"/> drugs</li> </ul> <p><b><input type="checkbox"/>Mental/ psychological stress</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> emotional overload</li> <li><input type="checkbox"/> fatigue due to mental task or speed</li> <li><input type="checkbox"/> extreme judgement/decision demands</li> <li><input type="checkbox"/> routine, monotony, demand for uneventful vigilance</li> <li><input type="checkbox"/> extreme concentration/perception demands</li> <li><input type="checkbox"/> meaningless/degrading activities</li> <li><input type="checkbox"/> confusing directions/demands</li> <li><input type="checkbox"/> preoccupation with problems</li> <li><input type="checkbox"/> frustration</li> <li><input type="checkbox"/> mental illness</li> </ul> <p><b><input type="checkbox"/>Lack of knowledge/training</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> lack of experience</li> <li><input type="checkbox"/> inadequate orientation/training</li> <li><input type="checkbox"/> misunderstood directions</li> </ul> <p><b><input type="checkbox"/>Lack of skill</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> inadequate initial instruction</li> <li><input type="checkbox"/> inadequate practice</li> <li><input type="checkbox"/> infrequent performance</li> <li><input type="checkbox"/> lack of coaching</li> <li><input type="checkbox"/> inadequate review instruction</li> <li><input type="checkbox"/> inadequate specifications to vendors</li> </ul> <p><b><input type="checkbox"/>Inadequate maintenance</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> inadequate preventative <ul style="list-style-type: none"> <li><input type="checkbox"/> assessment of needs</li> <li><input type="checkbox"/> lubrication and servicing</li> <li><input type="checkbox"/> adjustment/assembly</li> <li><input type="checkbox"/> cleaning or resurfacing</li> </ul> </li> <li><input type="checkbox"/> inadequate reparative <ul style="list-style-type: none"> <li><input type="checkbox"/> communications of needs</li> <li><input type="checkbox"/> scheduling of work</li> <li><input type="checkbox"/> examination of units</li> <li><input type="checkbox"/> part substitution</li> </ul> </li> </ul> <p><b><input type="checkbox"/>Inadequate tools/equipment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> inadequate assessment of needs/risks</li> <li><input type="checkbox"/> inadequate standards or considerations</li> <li><input type="checkbox"/> inadequate availability</li> <li><input type="checkbox"/> inadequate adjustment/repair maintenance</li> <li><input type="checkbox"/> inadequate salvage and reclamation</li> <li><input type="checkbox"/> inadequate removal and replacement of unsuitable</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> inadequate performance measurement and evaluation</li> <li><input type="checkbox"/> inadequate evaluation of changes</li> </ul> <p><b><input type="checkbox"/>Inadequate engineering</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> inadequate assessment of loss exposures</li> <li><input type="checkbox"/> inadequate consideration of human/ergonomic factors</li> <li><input type="checkbox"/> inadequate standards, specifications, and/or design criteria</li> <li><input type="checkbox"/> inadequate monitoring of construction</li> <li><input type="checkbox"/> inadequate assessment of operational readiness</li> <li><input type="checkbox"/> inadequate or improper controls</li> <li><input type="checkbox"/> inadequate monitoring or initial operation</li> </ul> <p><b><input type="checkbox"/>Inadequate purchasing</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> inadequate specifications on requisitions</li> <li><input type="checkbox"/> inadequate research on materials/equipment</li> <li><input type="checkbox"/> inadequate receiving inspection and acceptance</li> <li><input type="checkbox"/> inadequate communication of safety and health data</li> <li><input type="checkbox"/> improper storage, handling, and/or transporting of materials</li> <li><input type="checkbox"/> inadequate identification of hazardous items</li> <li><input type="checkbox"/> improper salvage and/or waste disposal</li> <li><input type="checkbox"/> inadequate contractor selection</li> </ul> <p><b><input type="checkbox"/>Inadequate work standards</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> inadequate inventory and evaluation of standards for: <ul style="list-style-type: none"> <li><input type="checkbox"/> inventory and evaluation of exposures and needs</li> <li><input type="checkbox"/> coordination with process design</li> <li><input type="checkbox"/> employee involvement</li> <li><input type="checkbox"/> procedures/practices/rules</li> </ul> </li> <li><input type="checkbox"/> inadequate communication of standards for: <ul style="list-style-type: none"> <li><input type="checkbox"/> publication</li> <li><input type="checkbox"/> distribution</li> <li><input type="checkbox"/> translation to appropriate languages</li> <li><input type="checkbox"/> training</li> <li><input type="checkbox"/> reinforcing with signs, colour, codes, and job ads</li> </ul> </li> <li><input type="checkbox"/> inadequate maintenance of standards for: <ul style="list-style-type: none"> <li><input type="checkbox"/> tracking of work flow</li> <li><input type="checkbox"/> updating</li> <li><input type="checkbox"/> monitoring of procedures/practices/rules</li> </ul> </li> <li><input type="checkbox"/> inadequate monitoring of compliance</li> </ul> <p><b><input type="checkbox"/>Excessive wear and tear</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> inadequate planning of use</li> <li><input type="checkbox"/> improper extension of service life</li> <li><input type="checkbox"/> inadequate inspection and/or monitoring</li> <li><input type="checkbox"/> improper loading or rate of use</li> <li><input type="checkbox"/> inadequate maintenance</li> <li><input type="checkbox"/> use by unqualified/untrained personnel</li> <li><input type="checkbox"/> use for wrong purpose</li> </ul> <p><b><input type="checkbox"/>Abuse and/or misuse</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> improper conduct that is condoned (intentional)</li> <li><input type="checkbox"/> improper conduct that is condoned (unintentional)</li> <li><input type="checkbox"/> improper conduct that is not condoned (intentional)</li> <li><input type="checkbox"/> improper conduct that is not condoned (unintentional)</li> </ul>
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