**BR09-GU02-TOOL02**

Detailed Investigation Report Template

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| INCIDENT REFERENCE NUMBER: |  | INCIDENT DATE & TIME: |  |
| INCIDENT TYPE: |  | DIVISION: |  |
| PROJECT NAME: |  | INCIDENT LOCATION: |  |
| INVESTIGATOR NAME/TEAM: |  |
| INVESTIGATION DATE: |  |
| INVESTIGATION ACTIVITIES: |  |
| **SECTION 1 – DATA GATHERING****USE THIS SECTION OR SECTION 2 TO POPULATE INCIDENT INFORMATION** |
| Description of Incident |
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|  |
| **Pre-incident event details** | **Incident event details** | **Post-incident event details** |
|  |  |  |
| ATTACHMENTS (tick applicable) |
| [ ]  Photographs[ ]  Map or diagram of location[ ]  Relevant Plans[ ]  Event and Condition Chart[ ]  Other | [ ]  Statements[ ]  Copy of SSRA / SWMS / Risk Assessment[ ]  5 Whys[ ]  Training Records[ ]  Technical Reports |

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| **SECTION 2 - SIGNIFICANT EVENTS** |
| **INCIDENT EVENTS TIMELINE** | **EVENT STAGES** |
| **Pre-Incident** | **START****Date:** **Time:** **Details:** Type the details of each key point leading up to the incident**Date:** **Time:** **Details:** Type the details of each key point leading up to the incident**Date:** **Time:** **Details:** Type the details of each key point up to the incident**Date:** **Time:** **Details:** Type the details of each key point leading up to the incident**Date:** **Time:** **Details:** Type the details of each key point leading up to the incident |
| **Incident** | **Date:** **Time:** **Details:** Type the details of the incident |
| **Post-Incident** | **FINISH****Date:** **Time:** **Details:** Type the details of each key point after the incident**Date:** **Time:** **Details:** Type the details of each key point after the incident**Date:** **Time:** **Details:** Type the details of each key point after the incident**Date:** **Time:** **Details:** Type the details of each key point after the incident**Date:** **Time:** **Details:** Type the details of each key point after the incident |

| **SECTION 3 – PEEPO (People, Environment, Equipment, Procedures, Organisation) ASSESSMENT** |
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| CONTRIBUTING FACTORS |
| **People - Consider*** Failure to wear PPE
* Fatigue
* Inadequate Supervision
* Improper Attitude
* Incorrect Procedure
* Lack of skill. Knowledge
* Physical incapacity
* Safety rules not followed
* Time limits/shortcuts
* Unsafe position
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| **Environment - consider*** Access/egress
* Dust
* Hot-cold
* Ignition/arcing hazard
* Light
* Noise
* Poor housekeeping
* Traffic
* Ventilation
* Weather
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| **Equipment - consider*** Defective equipment, tools, substances
* Design of construction
* Incorrect equipment/tools
* Inadequate guarding
* Inadequate isolation
* Maintenance
* Misuse
* Poor ergonomic design
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| **Procedures - consider*** Management systems
* Not identified in current work procedures
* No work procedure
* Risk assessment
* Permits
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| **Organisation - consider*** Communication
* Equipment
* Supervision
* Training
* Work scheduling/job planning
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| **Other comments** |  |

| **SECTION 4 - ASSESSMENT**  |
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| **Based on the above data gathering, significant events and PEEPO assessments, identify factors contributing the incident and complete the 5-whys.****Note: there may be more than one factor to consider**  |
| <Insert Event 1> | <Insert Event 2> | <Insert Event 3> | <Insert Event 4> |
| Why 1? | Why 1? | Why 1? | Why 1? |
| Why 2? | Why 2? | Why 2? | Why 2? |
| Why 3? | Why 3? | Why 3? | Why 3? |
| Why 4? | Why 4? | Why 4? | Why 4? |
| Why 5? | Why 5? | Why 5? | Why 5? |

| **SECTION 5 – ROOT CAUSE ANALYSIS** |
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| **ABSENT OR FAILED DEFENCES** | [ ]  Awareness(hazard id, communication, competence/knowledge, supervision. work instruction) |
| [ ]  Detection(visual or aural warning systems, speed/movement devices, vigilance/fatigue, gas/substance) |
| [ ]  Control and Recovery(procedures, bypass valve/circuits, emergency shut down) |
| [ ]  Protection and Containment(PPE, firefighting, spill response, bunding/barricading/exclusion zones) |
| [ ]  Escape and Rescue(safe access/egress, emergency planning/response, emergency communication |
| Explain absent or failed defences contributing factor |
| **INDIVIDUAL/TEAM ACTIONS** | [ ]  Supervisor error or violation | [ ]  Operating authority error or violation |
| [ ]  Operating speed | [ ]  Equipment use error or violation |
| [ ]  PPE use error or violation | [ ]  Procedural compliance |
| [ ]  Change management error | [ ]  Equipment/materials handling error  |
| [ ]  Horseplay/thrill seeking error | [ ]  Hazard recognition/perception |
| [ ]  Occupational Hygiene practices | [ ]  Other |
| Explain individual/team actions contributing factor |
| **ORGANISATIONAL FACTORS** | [ ]  Hardware | [ ]  Training |
| [ ]  Organisation | [ ]  Communication |
| [ ]  Incompatible Goals | [ ]  Procedures |
| [ ]  Maintenance Management | [ ]  Design |
| [ ]  Risk Management | [ ]  Management of change |
| [ ]  Contractor Management | [ ]  Organisational culture |
| [ ]  Regulatory influence | [ ]  Organisational learning |
| [ ]  Vehicle Management | [ ]  Management Systems |
| Explain organisational contributing factor: |
| **TASK/ENVIRONMENT CONDITIONS - WORKPLACE** | [ ]  Task Planning/Preparation/manning | [ ]  Hazard analysis/ JSEA/SSRA |
| [ ]  Work procedures availability and suitability | [ ]  Permit to work availability and suitability |
| [ ]  Abnormal operational situation/condition | [ ]  Tools/equipment condition/availability |
| [ ]  Material availability and suitability | [ ]  Equipment integrity |
| [ ]  Housekeeping | [ ]  Weather conditions |
| [ ]  Congestion/restriction/access | [ ]  Routine/non-routine task |
| [ ]  Fire and/or explosion hazard | [ ]  Lighting |
| [ ]  Equipment/material temperature | [ ]  Noise |
| [ ]  Ventilation | [ ]  Gas, dust or fumes |
| [ ]  Radiation | [ ]  Chemical |
| [ ]  Wildlife | [ ]  Surface gradient/conditions |
| [ ]  Reduced/restricted visibility | [ ]  Other: |
| Explain individual/team actions contributing factor |
| **TASK/ENVIRONMENTAL CONDITIONS – HUMAN FACTORS** | [ ]  Complacency/motivation | [ ]  Drugs/alcohol influence |
| [ ]  Familiarity to hazard | [ ]  Fatigue |
| [ ]  Situational awareness | [ ]  Time/productivity pressure |
| [ ]  Peer pressure/supervisory example | [ ]  Physical capabilities |
| [ ]  Mental capability | [ ]  Physical stress |
| [ ]  Mental stress | [ ]  Confidence level |
| [ ]  Secondary goals | [ ]  Personal issues |
| [ ]  Distraction/pre-occupation | [ ]  Experience/knowledge/skill for task |
| [ ]  Competency | [ ]  Behavioural beliefs (gains>risks) |
| [ ]  Personality/attitude | [ ]  Poor communications |
| [ ]  Poor shift patterns and overtime working | [ ]  Passive tolerance of violations |
| [ ]  Perceived licence to bend rules | [ ]  Change of routine |
| [ ]  Reliance on undocumented knowledge | [ ]  Other  |
| Explain individual/team actions contributing factor |
| SIGNIFICANT LEARNINGS / CONCLUSIONSSummarise the findings and the interviews to give a clear picture of the contributing and causal factors of the incident.  |
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| CORRECTIVE AND PREVENTATIVE ACTIONSIdentify and prioritise risk area identified in the investigation. If controls or corrective actions are required, record:* What action needs to be undertaken
* By whom
* By when, and
* How the action will be undertaken
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| What: |  |
| Who: |  |
| When |  |
| How: |  |

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| What: |  |
| Who: |  |
| When |  |
| How: |  |

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| What: |  |
| Who: |  |
| When |  |
| How: |  |

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| SUPERVISOR/PROJECT MANAGER APPROVAL |
| Name: |  | Signature: |  |
| WHSEQ REPRESENTATIVE APPROVAL |
| Name: |  | Signature: |  |
| STATE/OPERATIONS MANAGER APPROVAL |
| Name: |  | Signature: |  |
| GENERAL MANAGER APPROVAL (LTI/MTI ONLY) |
| Name: |  | Signature: |  |