**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** | |
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| 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 |  |
| **Environment - consider**   * Access/egress * Dust * Hot-cold * Ignition/arcing hazard * Light * Noise * Poor housekeeping * Traffic * Ventilation * Weather |  |
| **Equipment - consider**   * Defective equipment, tools, substances * Design of construction * Incorrect equipment/tools * Inadequate guarding * Inadequate isolation * Maintenance * Misuse * Poor ergonomic design |  |
| **Procedures - consider**   * Management systems * Not identified in current work procedures * No work procedure * Risk assessment * Permits |  |
| **Organisation - consider**   * Communication * Equipment * Supervision * Training * Work scheduling/job planning |  |
| **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 / CONCLUSIONS  Summarise 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 ACTIONS  Identify 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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| 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: |  |