BR09-GU02-TOOL03

Standard Investigation Report Template

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| INCIDENT INVESTIGATOR | | | |
| First Name: |  | Surname: |  |
| Division: |  | Position: |  |

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| FINDINGS | |
| Sequence Of Events |  |

| CONTRIBUTING FACTORS | |
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| People – consider:   * Failure to use PPE * Fatigue * Inadequate Supervision * Improper Attitude * Incorrect Procedure * Lack of skill / knowledge * Physical Incapacity * Safety Rules not followed * Time limits / shortcuts * Unsafe position |  |
| Organisational – consider:   * Communication * Equipment * Supervision * Training * Work Scheduling / Job Planning |  |
| Environmental – consider   * Access / Egress * Dust * Hot/Cold * Ignition / Arcing Hazard * Light * Noise * Poor Housekeeping * Traffic * Ventilation * Weather |  |
| Equipment – consider:   * Defective Equipment, Tools, Substances * Design or 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 |  |

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| ROOTCAUSE(S) – Consider 5 Whys | |
| WHY? |  |
| WHY? |
| WHY? |
| WHY? |
| WHY? |

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| RECOMMENDATIONS | | | |
| # | Actions | Responsible Person | Date |
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| APPROVAL | |
| Name: |  |
| Position: |  |
| Date |  |
| Signature: |  |