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
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| Environmental – 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 or 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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| 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: |  |