

Instructions: Use this form when conducting an accident investigation to identify specific causes of injuries/crashes/incidents. The investigation is a fact-finding process versus faultfinding. Using “carelessness” as a cause is not acceptable. There has to be a cause and this guide should help you in making that determination. Identify the cause and action taken on the accident report.

CAUSAL FACTORS AND POSSIBLE CORRECTIVE ACTIONS

Hazardous Condition as a contributing factor

Defect in equipment -----Review procedure for inspecting, reporting, maintaining, repairing, replacing or recalling effective equipment/tool/material used.

Hazardous condition -----Perform job safety analysis. Improve ability not recognized of employee to recognize existing or potential hazard/hazards.

Hazardous condition -----Train employees in reporting procedures. not reported Stress individual acceptance of responsibility.

Employee not informed -----Review job procedures for hazard of hazardous condition avoidance. Review supervisory and the job procedures responsibility. Improve supervisor-employee communications.

No equipment inspection ----- Develop and adopt procedures to detect procedure to detect the hazardous conditions. hazardous condition

Incorrect equipment/tool/ ----- Specify what should be used on the job and material used train employee on the correct use.

Correct equipment/tool/ Provide/order correct supplies. Review material not readily available ---- purchasing specifications and procedures. Plan and anticipate before assigning activities.

Employee unsure where to -----Review procedures with employees for obtain required equip/tool/ locating and obtaining equipment/tools/materials.

Substitute equipment/tool/ -----Provide correct supplies. Warn against material used in place of using substitutes. correct one

Design of equipment/tool -----Review purchasing and specifications. creates operator error Check out new equipment and job procedures. Encourage employees to report potential hazardous conditions caused by equipment design.

General design or quality of -----Review criteria in codes, standards, the equipment/tool contributed specifications, to a hazardous condition

Environment as a contributing factor

Location/position of equip/ -----Perform job safety analysis. Review material/employee job procedures. Change location or contributed to hazardous positions. condition

Hazardous condition not -----Improve employee ability to recognize recognized existing or potential hazardous condition. Review procedures for hazard avoidance and review supervisory responsibility. Improve employee communication.

Hazardous condition not -----Train employees in reporting hazardous reported conditions. Stress employee responsibility.

Employee not informed of -----Improve supervisor communications. job procedures for dealing Review job procedures with employees for with hazardous condition handling hazardous conditions.

Employee not supposed to -----Review job procedures and instruction. be in the vicinity of the Provide guardrails, barricades, signs or equipment/material signals.

Hazardous condition created ----- Change the layout to provide increased by the location/position of equip visibility. Provide appropriate barriers. or material visible to employee

Insufficient workspace -----Review workspace requirements, modify as required.

Environmental conditions -----Monitor, or periodically check conditions. a contributing factor. (air Take action to initiate immediate action if contaminants, noise, heat, conditions are found to be unacceptable or vibration, ventilation) hazardous.

Other causal factors:

Other causal factors: _____

People as a contributing factor

No written or known procedure for the task/job -----Develop safe job procedure and train for employees

Job procedures did not anticipate the factors that contributed to the accident ---Perform job safety analysis and change job procedures.

Employees did not know the job procedure -----Improve training/instruction/communication.

Employee deviated from known and accepted job procedures ----Determine why. Encourage employees to report problems with an established procedure. Review and modify if necessary. Counsel or discipline as required. Provide closer supervision.

Employee not physically or mentally capable of performing the job -----Review requirements for the job. Take appropriate action through Personnel to modify the job requirements or remove the employee from that position.

Tasks in job procedure too difficult to perform (such as physical demands or technical) -----Review job design and procedures.

Job structure encourages or requires deviation from job procedures -----Change job design and procedures

Personal Protective Equipment (PPE)

Appropriate PPE not specified for the task/job ----Review DOT procedures for required PPE

Appropriate PPE not available ----Provide appropriate PPE. Contact Loss Control Department for PPE specifications

Employee was not aware that PPE was required -----Improve job instruction and communication

PPE was/is not being used properly or was not used properly when an injury occurred -----Determine why and take appropriate action to include disciplinary action if appropriate. Implement procedures to monitor and enforce use of PPE.

PPE not adequate -----Review PPE requirements. Contact the Loss Control Department for guidance.

Emergency equipment not readily available (eye wash stations, showers) -----Install emergency equipment.

Emergency equipment not properly used -----Instruct employees on proper use.

Emergency equipment functioned improperly -----Ensure required inspections are conducted and repair as required.

Other causal factor: _____

Management Systems as a contributing factor

Failure by supervision to detect, anticipate or report hazardous condition -----Improve supervisor capability in hazard recognition and reporting procedures. Provide training.

Failure by supervision to detect or correct deviations from job procedures -----Review job safety analysis and job procedures. Increase supervisor monitoring. Correct deviations.

No supervisor/employee of hazards and job procedures for tasks performed infrequently -----Establish a procedure that requires a review of hazards and job procedures (preventative actions) for tasks performed infrequently.

Supervisor's responsibility and accountability inadequately defined and understood -----Define and communicate supervisor responsibility and accountability. Check for understandability and acceptance.

Failure to initiate corrective action for known hazardous condition that contributed to this accident -----Review management safety policy and level of risk acceptance. Review procedure and responsibility to initiate and carry out corrective actions. Monitor.

Other causal factors:

