Organisational factors:

(What organisational failures contributed to the event? Prompts are: Hardware, Training, Organisation, Communication, Incompatible Goals, Management of Change, Procedures, Maintenance Management, Risk Management, Design, Contractor Management, Organisational Culture, Regulatory Influence, Organisational Learning, Vehicle Management, Management Systems.

© Impac Services Ltd

Version 1

Full description of what happened:

(Please expand on the event report by describing events leading up to, and following the accident). Attach diagrams if required.

Absent/failed defences:

(List all the hazard defences that were absent or present but failed. Prompts are: Awareness, Detection, Alarms, Interlocks, Isolations, Guards, Barriers, Safe Operating Procedures, Supervision, Emergency response, PPE)

Individual/team actions:

(List all the actions and decisions people took that contributed to the event. Prompts are: slips of attention, lapses of memory, rule-based mistakes, knowledge-based mistakes, routine violations, situational violations, exceptional violations)

Task and environmental conditions:

(List all the Task and/or Work Environment issues that contributed to the event. Prompts are: task complexity, task planning, resources, time pressures, fitness for work, job access, tool availability, work conditions, workload, familiarity with task, incomplete knowledge, stress and fatigue, monotony/boredom, change in routine, designer-user mismatch, poor communication, violations tolerated.)

Investigation Team Members: Date of Investigation:

Agreed Corrective Actions

Assign a Corrective Action for all absent/failed defences, and organisational factors identified. Discuss actions with the person responsible for completion. Track the completion of each action and follow up as appropriate.

No

Yes

Where there any injuries requiring time off work?

Estimated Cost of Event:

How many days were lost?

How many lost time injuries?

If Yes

|  |  |  |  |
| --- | --- | --- | --- |
| Agreed Corrective Actions | By who | By when | Actual completion date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |

Investigation Sign Off

I am satisfied that all reasonable steps have been taken to:

Thoroughly investigate this accident

Yes

No

Identify management system failures

Yes

No

Identify and assign appropriate Corrective Actions

Yes

No

Communicate the lessons learnt from the investigation

Yes

No

Name

Signature

Date