

Incident Investigation and Near Miss Analysis

Company:
Employee's Name
Date of Occurrence

What happened? (Describe in detail, task performed, tools, equipment and materials involved)

Describe any **unsafe acts** and **conditions** that may have contributed to the incident.

Was the task-performed part of the employee's regular job? (If no explain.)

Personal Protective Equipment (PPE)

Describe the PPE required for the task being investigated.

Was this PPE available to the employee? (If no explain.)

Was the employee wearing all PPE required? (If no explain.)

Incident Reporting, Investigation & Analysis

Rules, Procedures and Safe Work Practices

Is there a written/verbal procedure, rule or safe work practice for the involved task?

Did the employee follow recommended method or procedure? (If no explain.)

If no, were there any extenuating circumstances that caused the employee to deviate from the recommended method?

Are the rules, procedures, safe work practices and PPE requirements understood and enforced consistently? (If no explain.)

Training

Has the employee been trained in the rules and safe work methods pertaining to the involved task? (If no /explain.

If yes how and approximately how long since last trained?

Are other employees using the same work habits/methods involved in this incident?
If yes explain.)

Conclusion

What can be done to prevent this from happening again?

NOTE: Remember incident investigations if done properly will, give you an opportunity to correct deficiencies and prevent reoccurrence.

INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

Identification: This section is self-explanatory.

Nature of Injury: Describe the injury, e.g., strain, sprain, cut, burn, fracture.

Injury Type: First aid -injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time -injured missed more than one day of work; No Injury - no injury, near-miss type of incident.

Part of the Body: Part of the body directly affected, e.g., foot, arm, hand, head.

Describe the accident: Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

Cause of the accident: Describe all conditions or acts which contributed to the accident, i.e.,

- a. unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.
- b. unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

Personal protective equipment: Self-explanatory

Witness(es): List name(s), address(es), and phone number(s).

Safety training provided: Was any safety training provided to the injured related to the work activity being performed?

Corrective action: Measures taken by Supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

Follow-up: Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.