

Incident Investigation and Near Miss Analysis

Company
Employee's Name
Date of occurrence

Investigation Date: _____

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

- - - - - Check all applicable boxes - - - - -

UNSAFE CONDITIONS	1 Improperly guarded	UNSAFE ACTS	1 Working on moving area	UNSAFE PERSONAL FACTORS	1 Improper attitude
	2 Safety devices not in place		2 Operating at unsafe speed		2 Lack of knowledge or skill
	3 Defective		3 Altering safety devices		3 Defective eyesight
	4 Poor lighting		4 Unsafe posture		4 Defective hearing
	5 Poor ventilation		5 Handling materials improperly		5 Fatigue
	6 Not enough personnel		6 Using defective tools		6 Intoxicated
	7 Unsafe dress		7 Using hands instead of tools		7 No unsafe personal factor
	8 Hazardous dust or mist		8 Unsafe loading		
	9 No unsafe conditions		9 Not following rules		
	10 Horseplay				
	11 No unsafe act				

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

Was the task performed part of the employees 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.)

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.) _____

List what corrective action has been taken to prevent this accident or near miss from reoccurring: _____

Signature _____ Title _____

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