



Incident #:

In the event that there has been an incident on the premises that requires an investigation, there will be an investigation meeting, which will include the employee involved, any employees witnessing the event, the JH&SC, Union Representative, Supervisor, Manager and Owner. Bill Godkin of CESafety can be asked to attend in order to facilitate the meeting. This same group will then carry out any further investigation and report. Incidents that warrant reporting can include; incidents that involve personal harm, near misses, property loss, ergonomics issues, exposure to hazardous substances, environmental spills such as gasoline or any other type of incident that any employee feels should be investigated. Please remember this, the purpose of this investigation report is to determine **WHY** this event occurred and put measures in place to ensure that a similar incident won't occur. **This investigation report is not to be used to assign blame!** We are using this report as a learning tool.

INCIDENT TYPE:

1. Safety	2. Occupational Health	3. Environmental	4. Other
First Aid	Exposure	Spill or Release	Mechanical
Potential Injury	Ergonomic	Potential Spill or Potential Release	Electrical
Unusual Occurrence	Chemical exposure	Gasoline	Quality
Off the Job	Illness	Fertilizer	Security
Medical Treatment (beyond First Aid)	Medical Problems	Pesticide	Fire
Restricted Work Day	Mental Health Issues	Insect Sting	Slip, Trip or Fall

Lost Work Day	Physical Limitations		Hand& finger
Driving			

DISTRIBUTION LIST

Manager, Supervisor, Employee, Union Representative, JHSC

Date & Time of Meeting:

Area & Location where the Incident occurred?

Please briefly describe what occurred:

Outline what immediate steps were taken:

Now detail the order in which the events occurred:

What was the root cause of this incident, how can we apply what we have learned from this report and what steps can be taken to apply what we have learned?

Recommendations:

Was a Job Safety Hazards Analysis performed on the work being done at the time of the incident?

Has the nature of this job changed since the safety review?

Was there any potential for critical injury?

Do you recommend a more detailed investigation?

INVESTIGATED BY: (Employee, Union Representative, Supervisor, Manager, JH&SC, Bill Godkin)

Date of Final Report :

Immediate Causes (Highlight all that apply)	
<ul style="list-style-type: none"> ✓ Operating equipment without authority. ✓ Failure to warn. ✓ Failure to secure. ✓ Operating at improper speed. ✓ Making safety devices inoperable. ✓ Removing safety devices. ✓ Using defective equipment. ✓ Using equipment improperly. ✓ Operating equipment without authority. 	<ul style="list-style-type: none"> ✓ Failure to warn. ✓ Failure to secure. ✓ Operating at improper speed. ✓ Making safety devices inoperable. ✓ Removing safety devices. ✓ Using defective equipment. ✓ Using equipment improperly. ✓ Failing to use PPE properly. ✓ Improper loading. ✓ Improper placement.
Substandard Actions	
<ul style="list-style-type: none"> ✓ Operating equipment without authority. ✓ Failure to warn. ✓ Failure to secure. ✓ Operating at improper speed. ✓ Making safety devices inoperable. ✓ Removing safety devices. ✓ Improper position for task. 	<ul style="list-style-type: none"> ✓ Servicing equipment in operation. ✓ Horseplay. ✓ Under influence of alcohol and/or other drugs.
Substandard Conditions	
<ul style="list-style-type: none"> ✓ Operating equipment without authority. ✓ Inadequate or improper PPE. ✓ Defective tools, equipment or materials. ✓ Congestion or restricted action. ✓ Inadequate warning system. ✓ Fire and explosion hazards. 	<ul style="list-style-type: none"> ✓ Poor housekeeping/disorder. ✓ Hazardous environmental conditions: gases, dusts, smoke, fumes or vapours. ✓ Noise exposure. ✓ Radiation exposure. ✓ High or low temperature exposure. ✓ Inadequate or excess illumination. ✓ Inadequate ventilation.

Basic Causes (Highlight all that apply)	
Personal Factors <ul style="list-style-type: none"> ✓ Inadequate capability. ✓ Lack of knowledge. ✓ Lack of skill. ✓ Stress. ✓ Improper motivation. 	Job Factors <ul style="list-style-type: none"> ✓ Inadequate leadership/supervision. ✓ Inadequate engineering. ✓ Inadequate purchasing. ✓ Inadequate maintenance. ✓ Inadequate tools/equipment. ✓ Inadequate work standards. ✓ Wear and tear. ✓ Abuse and misuse.

Investigator's comments, analysis & recommendations:

Signature:

Titles:

Date: