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| **Accident, Near Miss & Incident Investigation Report**  **This report may be completed electronically** | **Report number: AI** |
| **Completed by:**  **Print name:** |
| **What task was being carried out?** | **Contact number:** |

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| **There is a legal requirement for Method Statements for hazardous tasks as shown by risk assessment. It is imperative that omissions or weaknesses are identified in this regard.** | | |
| **Company reporting accident** | **Date of accident** | **Time of accident** |
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| **Accident site address** | **Principal Contractor of site and contact detail** |
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| **Name of Principal Contractor representative on site and contact detail** | |
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| **Details of accident/incident being investigated** | | | | |
| **Name and address of injured person (mark N/A if not applicable)** | | | **Injury details** | |
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| **Name and address of witnesses** | | | | |
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| **Questions to be asked** | | **Yes/No** | | **Comments** | |
| **Have the following factors been considered and excluded as contributing to the cause of the accident?** | |  | |  | |
| a | Rain |  | |  | |
| b | Ice |  | |  | |
| c | Sun |  | |  | |
| d | Snow |  | |  | |
| e | Fog |  | |  | |
| f | Cold |  | |  | |
| g | Heat |  | |  | |
| h | Humidity |  | |  | |
| i | Fumes |  | |  | |
| j | Vapour |  | |  | |
| k | Gas |  | |  | |
| l | Noise |  | |  | |
| m | Radiation |  | |  | |
| n | Lighting (artificial and natural) |  | |  | |
| o | Premises layout |  | |  | |
| p | Disrepair |  | |  | |
| q | Slippery/Untidy |  | |  | |
| r | Difference in floor levels |  | |  | |
| s | Obstructed vision |  | |  | |
| t | Other |  | |  | |

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| **Describe conditions at the time of the accident/incident and sequence of events (or attach Witnesses statements)** |
| Witness statements attached? Yes/No |

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| **Describe sequence of events following the accident** | | |
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| **Systems and Procedures** | | |
| **Questions to be asked** | **Yes/No** | **Comments** |
| Has the task been the subject of a risk assessment? |  |  |
| Were written safe systems of work/procedures laid down for the task, whether standard or special? |  |  |
| Did the procedures/instructions include any reference to any hazards or the need for a 'permit to work'? |  |  |
| Were staff aware of the existence of these procedures and were they trained with regard to them, especially anyone involved? |  |  |
| Were the procedures/instructions followed? |  |  |
| Was the task being carried out under direct supervision? |  |  |
| Was any designated protective clothing or equipment available? |  |  |
| Was the protective clothing or equipment being worn or used? |  |  |
| Was the protective clothing or equipment adequate for the task as intended? |  |  |
| Had the protective clothing or equipment been subjected to examination before use? |  |  |
| Was the first aid treatment and/or removal of casualties to hospital speedy and effective? |  |  |
| Were any emergency evacuation procedures used and were they carried out correctly? |  |  |
| **Conclusion of the Investigation** | | |
| **Root Cause** | **Action Required** | |
| Lack of Commitment/Leadership |  | |
| Inadequate Management/Supervision |  | |
| Inadequate Resources (inc staffing levels) |  | |
| Inadequate System (procedures) |  | |
| Subcontractor Competence – Inadequate Vetting |  | |
| Inadequate Planning (risk assessments and method statements) |  | |
| Poor Communication |  | |
| Inadequate Training and/or Competency |  | |
| Inadequate tools/equipment |  | |
| Inadequate Maintenance |  | |
| Abuse or Misuse by Individual |  | |

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**ROOT CAUSE DEFINITIONS**

**The following briefing notes on the root causes are to aid root cause identification. They are not intended to be exhaustive definitions.**

**A: Lack of Commitment/Leadership**

Relates predominantly to higher level (organisational) commitment, as well as leadership issues at all levels where leadership is expected (compare with B).

**B: Inadequate Management/Supervision**

Relates predominantly to location-specific management and supervision and aspects which would be expected to be covered by the job description of management and supervisory positions (excluding leadership issues, compare with A).

**C: Inadequate Resources (inc staffing levels)**

Relates to situations where a lack of resources, which can include people/supervision, plant and equipment, materials or time was the root cause.

**D: Inadequate System (procedures)**

Relates to the inadequacy of the Company Policy or management procedures that specify the way work is planned and carried out.

**E: Subcontractor Competence – Inadequate Vetting**

Relates to situations where the subcontractor appointed was not competent to undertake the Contract works and the subcontractor had not been adequately vetted.

**F: Inadequate Planning (risk assessments and method statements)**

Relates to planning for an activity, carried out in advance of an activity and includes sufficiency of the risk assessments and method statements completed.

**G: Poor Communication**

Relates to any form of communication, including inductions, activity briefings, etc.

**H: Inadequate Training and/or Competency**

Relates to provision of training (not enough) as well as quality of training (not good enough) and similarly with competence: is it sufficient and is it appropriate?

**I: Inadequate tools/equipment**

Relates to inadequate provision of tools and equipment by type or quantity or quality.

**J: Inadequate Maintenance**

Relates to inadequate maintenance of tools and equipment.

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| **Planned action to reduce risk of re-occurrence** | |
| **Elimination Control** |  |
| **Substitution Control** |  |
| **Engineering Control** |  |
| **Administrative Control** |  |
| **PPE Control** |  |

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| **Actions taken** |
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| **Register of photos** | |
| **Photo No.** | **Description** |
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| **All information must be transferred to your Safety First Pack Accident Book**  **and reported to the HSE if applicable.** | |