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|  | health & safety incident investigation |
| **A basic investigation can be conducted by one or two local relevant personnel. An ICAM (advanced) investigation must be conducted by a team of personnel, where at least one member of the team has completed ICAM (advanced) training.**  **Incident investigator:** This investigation form can be used to record results of the investigation prior to entering the details into ERMS. Investigation details must be entered ERMS.  For use in conjunction with the *Health & Safety: Incident, injury, hazard reporting and investigation requirements*.  **More help**: [*http://safety.unimelb.edu.au/#incident-reporting*](http://safety.unimelb.edu.au/#incident-reporting) or contact [ohs-enquires@unimelb.edu.au](mailto:ohs-enquires@unimelb.edu.au)  *This information will be stored and used only in accordance with the university’s privacy policy:* [*https://policy.unimelb.edu.au/MPF1104*](https://policy.unimelb.edu.au/MPF1104)  all fields indicated with this symbol are mandatory. All other fields are completed where relevant. | |

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| Planning | | | |
| Investigation Methodology (ICAM –also known as advanced - must be selected if the risk level is high or extreme) | | | |
| Basic  ICAM (advanced) | | | |
| Details of the incident being investigated | ERMS incident reference number | |  |
| Name of person associated with incident: | | Date of Incident (dd/month/yyyy): | |
| Description of incident: | | | |
| Details of the incident investigation team | | | |
| Names of persons in the investigation team | | Date of investigation (dd/month/yyyy): | |
| Have any witnesses been interviewed as part of the incident investigation? (Complete only if witness(es) have been interviewed) | | | |
| Name of witness(es) that have been interviewed: | | | |
| Event timeline | | | |
| Describe the sequence of events that led to the incident: | | | |
| Describe the sequence of events following the incident: | | | |
| Describe the task(s) being performed at the time of the incident: | | | |

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| Contributing Factors (Basic investigation only) | |
| Behavioural Causes | |
| Fatigued  Procedure not appropriate  Procedure not completed  Procedure not followed  Risk assessment not appropriate  Risk assessment not completed  Stresses  Supervision not adequate | Task design not appropriate  Time pressure  Training insufficient  Unauthorised performance of task  Unprofessional behaviour  Working after hours  Working alone  Equipment not used correctly |
| Add additional information for each checked box: | |
| Physical Causes | |
| Equipment malfunctioning  Equipment not appropriate  Flooring  Safety equipment malfunctioning  Safety equipment not appropriate | Safety equipment not used  Weather  Workplace design not appropriate  Workplace poorly maintained  Uncategorised cause |
| Add additional information for each checked box: | |
| Contributing Factors (ICAM investigation only) | |
| Environment | |
| Hazardous substances  Visibility  Inadequate ventilation  Lighting  Loose, slippery or uneven surfaces | Noise  Poor housekeeping  Restricted access  Extreme temperatures |
| Add additional information for each checked box: | |
| Equipment | |
| Defective equipment  Defective guards or protective devices  Failing to use or overriding safety devices  Improper placement of tools, equipment or material | Improper use of equipment and tools  Inadequate assembly or maintenance repair  Inadequate ergonomic design  Inadequate or defective safety devices |
| Add additional information for each checked box: | |
| Organisation | |
| Improper waste disposal  Inadequate audit/inspection/monitoring  Inadequate supervision  Inadequate work planning | Inadequate pre-task checking  No or inadequate job safety analysis  Use of non-approved or not inducted contractor |
| Add additional information for each checked box: | |
| People | |
| Alcohol & Drugs  Fatigue  Failure to follow a Safe Work Procedure  Inadequate communication between persons involved  Inappropriate behavior  Lack of or inadequate training | Manual handling  Misunderstanding of instructions  Non-compliance or unauthorized working  Risk taking  Stress |
| Add additional information for each checked box: | |
| Procedures | |
| Inadequate health and safety information  None or inadequate Procedures/ Standards/ Guidelines | Operating procedures outdated |
| Add additional information for each checked box: | |

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| Analysis (ICAM investigation only) | |
| Absent or Failed Defenses | |
| |  | | --- | | Awareness – communication  Awareness – competence/knowledge  Awareness – hazard identification  Awareness – supervision  Awareness – work instruction/procedures  Control and recovery – bypass valves/circuits  Control and recovery – emergency shutdown  Control and recovery – procedures  Detection – aural warning systems  Detection – gas/substance  Detection – speed/movement detectors | | Detection – vigilance/fatigue  Detection – visual warning systems  Escape and rescue – emergency communication  Escape and rescue – emergency planning response  Escape and rescue – safe access/egress  Protection and containment – bunding/barricading/exclusion zones  Protection and containment – fire fighting  Protection and containment – PPE  Protection and containment – spill response  Other |
| Add additional information for each checked box: | |
| Individual/Team Actions | |
| Change management error  Equipment use error or violation  Equipment/materials handling error or violation  Hazard management error or violation  Hazard recognition/perception  Horseplay/thrill seeking error or violation  Occupational hygiene practices | Operating authority error or violation  Operating speed  PPE use error or violation  Procedural compliance  Supervisory error or violation  Work method error or violation  Other |
| Add additional information for each checked box: | |
| Organisational | |
| Change management error  Equipment use error or violation  Equipment/materials handling error or violation  Hazard management error or violation  Hazard recognition/perception  Horseplay/thrill seeking error or violation  Occupational hygiene practices | Operating authority error or violation  Operating speed  PPE use error or violation  Procedural compliance  Supervisory error or violation  Work method error or violation  Other |
| Add additional information for each checked box: | |
| Task/Environmental Conditions – Human Factors | |
| Drugs/alcohol influence  Fatigue  Poor communications  Behavioural beliefs  Change of routine  Competency  Complacency/motivation/desensitization to hazard  Confidence levels  Distraction/preoccupation  Experience/knowledge/skills for task  Mental capabilities  Mental stress  Passive tolerance of violations | Peer pressure/supervisory example  Perceived licence to bend rules  Personal issues  Personality/attitude  Physical capabilities  Physical capabilities  Physical stress  Poor shift patterns and overtime working  Reliance of undocumented knowledge  Secondary goals  Situation awareness  Time/productivity pressures  Other human factor |
| Add additional information for each checked box: | |

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| Task/Environmental Conditions – Workplace Factors | |
| Abnormal operational situation/condition  Chemicals  Congestion/restriction/access  Equipment integrity  Equipment/material temperature/conditions  Fire and/or explosion hazard  Gas, dust or fumes  Hazard analysis/job safety analysis  Housekeeping  Lighting  Materials availability and suitability  Noise | Radiation  Reduced/restricted visibility  Routine/non-routine task  Surface gradient/conditions  Task planning/preparation/manning  Tools/equipment condition/availability  Ventilation  Weather conditions  Wildlife  Work procedures availability and suitability  Other workplace factor |
| Add additional information for each checked box: | |
| Conclusion (ICAM investigation) | |
| Conclusions | |
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| Recommendations | |
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| Learnings | |
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