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|  | health & safetyincident 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*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 |
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| [ ]  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 |
|       |
| Recommendations |
|       |
| Learnings |
|       |