

Instructions: Use this form when conducting an accident investigation to identify specific causes of injuries/crashes/incidents. The investigation is a fact-finding process versus faultfinding. Using “carelessness” as a cause is not acceptable. There has to be a cause and this guide should help you in making that determination. Identify the cause and action taken on the accident report.

CAUSAL FACTORS AND POSSIBLE CORRECTIVE ACTIONS

Hazardous Condition as a contributing factor		
Defect in equipment	➔	Review procedure for inspecting, reporting, maintaining, repairing, replacing or recalling effective equipment/tool/material used.
Hazardous condition not recognized	➔	Perform job safety analysis. Improve ability of employee to recognize existing or potential hazard(s).
Hazardous condition not reported	➔	Train employees in reporting procedures. Stress individual acceptance of responsibility.
Employee not informed of hazardous condition and the job procedures	➔	Review job procedures for hazard avoidance. Review supervisory responsibility. Improve supervisor-employee communications.
No equipment inspection procedure to detect the hazardous condition	➔	Develop and adopt procedures to detect hazardous conditions.
Incorrect equipment/tool/material not readily available	➔	Specify what should be used on the job and train employee on the correct use.
Correct equipment/tool/material not readily available	➔	Provide/order correct supplies. Review purchasing specifications and procedures. Plan and anticipate before assigning activities.
Employee unsure where to obtain required equip/tool/material	➔	Review procedures with employees for location and obtaining equipment/tools/materials.

Environment as a contributing factor		
Location/position of equip/material/employee contributed to hazardous condition	➔	Perform job safety analysis. Review job procedures. Change location or positions.
Hazardous condition not recognized	➔	Improved employee ability to recognize existing or potential hazardous condition. Review procedures for hazard avoidance and review supervisory responsibility. Improve employee communication.
Hazardous condition not reported	➔	Train employees in reporting hazardous conditions. Stress employee responsibility.
Employee not informed of job procedures for dealing with hazardous condition	➔	Improve supervisor communications. Review job procedures with employees for handling hazardous conditions.
Employee not supposed to be in the vicinity of the equipment/material	➔	Review job procedures and instruction. Provide guardrails, barricades, signs or signals.
Hazardous condition created by the location/position of equipment or material visible to employee	➔	Change the layout to provide increased visibility. Provide appropriate barriers.
Insufficient workspace	➔	Review workspace requirements, modify as required.
Environmental conditions a contributing factor (air contaminants, noise, heat, vibration, ventilation)	➔	Monitor, or periodically check conditions. Take action to initiate immediate action if conditions are found to be unacceptable or hazardous.

Hazardous Condition as a contributing factor continued.		
Substitute equipment/ tool/material used in place of correct one	➔	Provide correct supplies. Warn against using substitutes.
Design of equipment/tool creates operator error	➔	Review purchasing and specifications. Check out new equipment and job procedures. Encourage employees to report potential hazardous conditions caused by equipment design.
General design or quality of the equipment/tool contributed to a hazardous condition	➔	Review criteria in codes, standards, specifications.
Other causal Factors:		

Environment as a contributing factor continued.	
Other casual factors:	

People as a contributing factor		
No written or known procedure for the task/job	➔	Develop safe job procedure and train employees.
Job procedures did not anticipate the factors that contributed to the accident	➔	Perform job safety analysis and change job procedures.
Employees did not know the job procedure	➔	Improve training/instruction/communication.
Employee deviated from known and accepted job procedures	➔	Determine why. Encourage employees to report problems with an established procedure. Review and modify if necessary. Counsel or discipline as required. Provide closer supervision.
Employee not physically or mentally capable of performing the job	➔	Review requirements for the job. Take appropriate action through Personnel to modify the job requirements or remove the employee from that position.

Management Systems as a contributing factor		
Failure by supervision to detect, anticipate or report hazardous condition	➔	Improve supervisor capability in hazard recognition and reporting procedures. Provide training.
Failure by supervision to detect or correct deviations from job procedure	➔	Review job safety analysis and increase supervisor monitoring. Correct deviations.
No supervisor/employee review of hazards and job procedures for tasks performed infrequently	➔	Establish a procedure that requires a review of hazards and job procedures (preventative actions) for tasks performed infrequently.
Supervisor's responsibility and accountability inadequately defined and understood	➔	Define and communicate supervisor responsibility and accountability. Check for understandability and acceptance.
Failure to initiate corrective action for known hazardous condition that contributed to this accident	➔	Review management safety policy and level of risk acceptance. Review procedure and responsibility to initiate and carry out corrective actions. Monitor.

People as a contributing factor continued.		
Tasks in job procedure too difficult to perform (such as physical demands or technical)	→	Review job design and procedures.
Job structure encourages or requires deviation from job procedures	→	Change job design and procedures.

Management Systems as a contributing factor continued.	
Other casual factors:	

Personal Protective Equipment (PPE)		
Appropriate PPE not specified for the task/job	→	Review DOT procedures for required PPE.
Appropriate PPE not available	→	Provide appropriate PPE. Contact Loss Control Department for PPE specifications.
Employee was not aware that PPE was required	→	Improve job instruction and communication.
PPE was/is not being used properly or was not used properly when an injury occurred	→	Determine why and take appropriate action to include disciplinary action if appropriate. Implement procedures to monitor and enforce use of PPE.
PPE not adequate	→	Review PPE requirements. Contact the Loss Control Department for guidance.
Emergency equipment not readily available (eye wash stations, showers)	→	Install emergency equipment.
Emergency equipment not properly used	→	Instruct employees on proper use.
Emergency equipment functioned improperly	→	Ensure required inspections are conducted and repair as required.
Other casual factors:		