



Incident Investigation Report

Chatsworth Constructions are committed to providing and maintaining a safe and healthy workplace environment and ensuring all our work practices are conducted safely.

The purpose of conducting an Incident Investigation is to identify and clarify the exact details and causes of the incident. This allows for the evaluation of procedures and conditions, and the implementation of the hierarchy of controls as appropriate ie. Elimination, Substitution, Engineering controls, Administrative Procedures and Personal Protective Equipment when determining preventative action.

Implementing one or more of these control measures aims to eliminate or minimise unacceptable risk, this reducing the possibility of recurrence.

Incident Investigation Requirements

All work-related incidents/accidents are to be investigated by the immediate supervisor/manager of the person involved and if possible with the area Health & Safety Representative/OH&S Committee member.

All serious incidents/accidents should be formally investigated within 24 hours using this form.

Serious incidents/accidents include:

- those resulting in lost time;
- those resulting in medical treatment;
- minor injury with severe potential, a repetitive, or multi-occurrence nature;
- those involving machinery such as lifts, cranes, fork lifts, pallet transporters, reach trucks etc;
- those involving hazardous substances;
- those involving electricity;
- those occurring under suspicious circumstances;
- a dangerous occurrence which created or creates an immediate risk to the health and safety of persons in the vicinity.

For cases where it is a statutory requirement to notify the OHS Authority (eg. WorkCover, WorkSafe), the accident scene must be cordoned off and preserved until all investigations have been completed.

Where applicable, the Health & Safety Representative for the relevant designated work group or alternatively an employee OHS Committee member, should be advised and may assist in the investigation.

Completed reports should be filed in the following way:

The original copy should be attached to a copy of the Incident Report form and filed in the Register of Incidents/Accidents. It is a legal requirement that the reports are kept for a minimum of seven (7) years.

Incident/Accident Investigation Procedure

Steps taken in obtaining and recording information:

Step 1 Get Facts

Witnesses, Sketches & Photos

Step 2 Trace back the sequence of events

Identify and record all contributing unsafe conditions, equipment and behaviours.

Step 3 Look at unsafe conditions and acts, one at a time.

Consider possible control solutions. A risk assessment may be required in more complex cases.

Select the best control option(s) in terms of:

Effectiveness

Cost

Acceptability

Reference the Hierarchy of Controls:

ie. Elimination, Substitution, Administrative Procedures and Personal Protective Equipment.

Step 4 Recommend remedial action and implement.

Specify who is responsible for implementation and by when.

Step 5 Follow up and evaluate controls for:

Effectiveness

Acceptability

INCIDENT INVESTIGATION REPORT

(All sections to be completed by the investigation team within 24 hours of the incident—attach this form to the Incident Report Form)

Location: (DC) _____ -	Ref No: _____
Name of injured person: _____	
Nature of Incident: _____	
Date of Incident: _____	
Date of investigation: _____	
Investigation Team:	Name: _____ (OH&S Representative/ Committee Member)
	Name: _____ (Line Manager/Supervisor)
	Name: _____ (Injured Employee/Other)

Detailed Description of Incident
How exactly was the injury and/or property damage sustained and what is the nature and extent of the injury or damage? Include the name of any chemical, product, process or equipment (model and make) involved.

Draw a detailed plan of the incident and incident site

What immediate preventative action was taken following the incident?

When completing the Prevention Action Plan over the page, refer to 'Incident reporting and management and 'Hazard management' sections of the OHS Procedure Manual for guidance. Attach additional information ie witness statement or photos if necessary.

- When determining preventative action, always consider in order the Hierarchy of Controls.**
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|--------------------------------|---|
| Elimination: | The complete elimination of the hazard |
| Substitution: | Replacing the material or process with a less hazardous one |
| Re-design: | Redesign the equipment or work process |
| Separation: | Isolate the hazard by guarding or enclosing it |
| Administration: | Providing controls such as training, revising procedures, signage |
| Personal Protective Equipment: | Use properly fitted PPE where other controls are not practicable |

PREVENTION ACTION PLAN					
CONTRIBUTING FACTORS	POSSIBLE REASONS	SHORT TERM PREVENTATIVE ACTION	WHO/WHEN	MEDIUM/LONG TERM PREVENTATIVE ACTION	WHO/WHEN
Equipment Poor maintenance <input type="checkbox"/> Inadequate instruction in use <input type="checkbox"/> Mechanical or Electrical failure <input type="checkbox"/> Other <input type="checkbox"/>					
Work Environment Design/layout <input type="checkbox"/> Inadequate unsuitable planning of task <input type="checkbox"/> Weather/ atmospheric conditions <input type="checkbox"/> Other <input type="checkbox"/>					
Behaviour Inadequate instruction in or understanding of procedures/work practices <input type="checkbox"/> Flouting of instructions, skylarking, misconduct <input type="checkbox"/> Inadequate supervision <input type="checkbox"/> Rushing/Fatigue <input type="checkbox"/> Other <input type="checkbox"/>					
Is a risk assessment required? Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, attach completed Risk Management Chart)					
Follow-up date for evaluation of controls: _____					
Name, signature, position and contact details of person(s) completing form: _____					

