



Conduct An Investigation Into Workplace Incidents

Handout 4

Measure Actual Incident Events And Compare With Required Standards And Procedures

The table assists to measure actual incident events and compare with required standards and procedures.

Example

DIRECT CAUSES	
1. Unsafe conditions	2. Unsafe behaviours
Guards/barriers Protective equipment Tools, equipment or material Noise	Operating equipment Equipment not secured Operating speed Horseplay

UNDERLYING CAUSE	
1. Workplace factors	2. Personal factors
Improper/inadequate risk assessment Improper/inadequate supervision Improper/inadequate inspection Improper/inadequate tools and equipment	Lack of knowledge Improper motivation Lack of skill Abuse of misuse

1. Procedures	2. Training
No procedure Procedure not available Procedure not used or followed Facts are wrong	No training Task was not analysed Decision was made not to train on task Required training missed