

A.S.I. INCIDENT REPORT FORM

What was the nature of the accident?

Name(s) of injured person(s):

Nature of task:

Details of injuries sustained:

Location of accident:

Injured person(s) approximate length of service:

Last years training record:

Date.....

Signed by.....

Job title.....

CAUSES

MANAGEMENT

Lack of planning

Inadequate instruction by senior management

Lack of consultation with shop floor workers

Insufficient time allocated to task

Insufficient personnel allocated to carry out task

Changes to planned activity

Inability to adapt changed circumstances

BEHAVIOURAL

Lack of training

Lack of experience

Attitude of employees

Stress

Horseplay

Inadequate preparation for task

Insufficient time allocated for task

Unsafe behaviours

Poor communication between co-workers

Reluctance to discuss problems with managers

TYPE OF PROBLEM / ISSUE

Immediate Underlying Root n/a

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TASK

- Unsafe task
- Unsafe company process
- Unsafe conditions
- Unsecured work area
- Lack of supervision
- Lack of assistance
- Inadequate risk assessment
- Bad housekeeping

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EQUIPMENT

- Unsafe use of ladder
- Condition of equipment used
- Inadequate/inappropriate PPE
- Failure to use correct equipment

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COMMENTS
