

# 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.....

# A.S.I. CHECKLIST

## THE TASK

- Was this a routine task? Yes  No  Unsure
- Were there time constraints on the task's completion? Yes  No  Unsure
- Was adequate time allocated to the task? Yes  No  Unsure
- Were adequate staff available for the task? Yes  No  Unsure
- Were deadlines fair? Yes  No  Unsure
- Had a risk assessment been completed? Yes  No  Unsure
- Had the risk assessment been delegated to a trained member of staff? Yes  No  Unsure
- Was the risk assessment being done at the correct time? Yes  No  Unsure

## EQUIPMENT AND MATERIAL

- Was there an equipment failure? Yes  No  Unsure
- Had the ladder been recently inspected? Yes  No  Unsure
- Was the ladder secured? Yes  No  Unsure
- Was the ladder footed? Yes  No  Unsure
- Were the appropriate tools and materials available? Yes  No  Unsure
- Was the area cordoned off? Yes  No  Unsure
- Was the correct footwear worn? Yes  No  Unsure
- Was correct PPE worn? Yes  No  Unsure

## CABLES

- Could the cables be accessed? Yes  No  Unsure
- Was appropriate equipment used to access them? Yes  No  Unsure
- Was appropriate equipment used to cut the cables? Yes  No  Unsure
- Were the cables live? Yes  No  Unsure
- Were the pipes hot? Yes  No  Unsure

## MANAGEMENT

- Were the details of the task communicated? Yes  No  Unsure
- Did management discuss changes to the the task? Yes  No  Unsure
- Did managers put pressure on workers to complete the task within a time frame? Yes  No  Unsure
- Did management visit the site of the task? Yes  No  Unsure
- Were safety rules communicated to employees in direct relation to this task? Yes  No  Unsure
- Was there adequate supervision? Yes  No  Unsure
- Did management allocate adequate resources to the task? Yes  No  Unsure
- Was management confident those carrying out the task could complete it safely? Yes  No  Unsure

## VICTIM

- Were they experienced in the work being done? Yes  No  Unsure
- Had they been adequately trained? Yes  No  Unsure
- Were they physically able to carry out the work? Yes  No  Unsure
- Were they in the correct frame of mind to carry out the task? Yes  No  Unsure
- Were they given sufficient time to complete the work? Yes  No  Unsure
- Were they under unusual pressure? Yes  No  Unsure
- Did they follow safety procedures? Yes  No  Unsure
- Were they aware of correct procedures? Yes  No  Unsure
- Were they offered assistance? Yes  No  Unsure
- Did they ask for or accept help from colleagues? Yes  No  Unsure
- Were they concerned about completing the task? Yes  No  Unsure
- Did they communicate concerns adequately? Yes  No  Unsure
- Were they consulted on nature of task and time frames? Yes  No  Unsure

# CAUSES

## MANAGEMENT

Lack of planning

Inadequate instruction by senior management

Lack of consultation with shopfloor 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

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

**EQUIPMENT**

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

**COMMENTS**

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