

# Cause and Prevention Analysis Report

Report Number: \_\_\_\_\_

FROL ID: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Employer: \_\_\_\_\_

Location: \_\_\_\_\_

Department: \_\_\_\_\_

Nature of injury: \_\_\_\_\_

Part of body: \_\_\_\_\_

Type of incident: \_\_\_\_\_

## **Incident classification**

Near miss – no personal injury	Property damage:	Yes	No
Accident & minor personal injury	Motor vehicle accident:	Yes	No
Accident & serious personal injury			

## **Loss Potential**

Probable recurrence:	Frequent	Occasional	Rare
Loss severity potential:	Major	Serious	Minor

## **Training**

Did injured employee receive safety training regarding the activity prior to the accident?

Yes      No

Does injured employee need safety training/retraining regarding the activity?

Yes      No

Do other employees need safety training/retraining regarding the activity?

Yes      No

Preparer name: \_\_\_\_\_

Date prepared: \_\_\_\_\_

**Unsafe Acts**

***Direct Causes***

Operating tools/equipment without authority  
Failure to secure  
Operating tools/equipment at unsafe speeds  
Fail to warn or signal  
Defeating safety device  
Using defective/unsafe equipment  
Using equipment unsafely  
Taking unsafe position/posture  
Service energized equipment  
Not observing lockout/tagout procedures

Riding hazardous equipment  
Horseplay  
Failure to use protective equipment  
Improper lifting, carrying or handling  
Improper use of tools or equipment  
Shortcut or hurrying  
Failure to follow operating procedures  
Under influence of drugs/alcohol  
  
Other – user defined

Direct causes narrative description

***Indirect causes***

Lack of job knowledge  
Lack of job skill  
Lack of hazard awareness  
Physical or mental incapacities

Conflicting motivations  
Save time and effort  
Avoiding discomfort  
Attracting attention  
Asserting independence  
Seeking group approval  
Expressing resentment

Other – user defined

Indirect cause narrative description

***Management controls***

Inadequate hiring standards  
Inadequate placement standards  
Inadequate implementation of safe procedures  
Inadequate activity training

Inadequate enforcement of safety standards  
Inadequate reward for good safety  
Inadequate supervisor training

Other – user defined

Management controls narrative description

**Unsafe Conditions**

***Direct causes***

Inadequate safety devices/guarding  
PPE unavailable, dirty, or broken  
Inadequate warnings  
Fire or explosion hazards  
Unexpected movement hazard  
Poor housekeeping  
Unsafe/defective equipment  
  
Other – user defined

Congestion/clearances  
Hazardous arrangement of tools,  
equipment, work environment  
Lack of good ergonomic arrangement of tools,  
equipment, work environment  
Unsafe atmosphere/ventilation  
Unsafe illumination  
Unsafe storage  
Unsafe clothing

Direct causes narrative description

***Indirect causes***

Attitude and actions of others  
Production employees  
Maintenance employees  
Outside contractors  
  
Other – user defined

Engineering  
Purchasing practices  
Normal wear and tear  
Abnormal wear and tear  
Lack of preventive maintenance

Indirect causes narrative description

***Management controls***

Tolerance of man-made unsafe conditions  
Failure to design safety into facility  
Inadequate safety inspections  
Inadequate preventative maintenance  
Inadequate safety standards for purchasing  
Inadequate unsafe condition reporting  
Inadequate supervision of contractors  
  
Other – user defined

Management controls narrative description

**Preventive Measures**

Improve enforcement  
Improve storage/arrangement  
Identify/improve PPE  
Use other materials/supplies  
Improve ventilation  
Improve housekeeping  
Install/revise guards/devices  
Improve lighting  
Improve design/construction  
Repair/replace equipment  
Eliminate congestion

Improve/change work method  
Training/retraining of employees  
Training/retraining of supervisors  
Mandatory pre-job instructions/checklists  
Procedure analysis to be completed  
Task analysis to be completed  
Ergonomic analysis to be completed  
Rotation of employee(s)  
Job reassignment of employee(s)  
Corrective counseling

Other – user defined

Preventive measures narrative description

**Preventive Accountability**

Person responsible: \_\_\_\_\_

Target completion date: \_\_\_\_\_

Completion date: \_\_\_\_\_