|  |  |
| --- | --- |
| Date of Incident / Near Miss: Time of Incident / Near Miss:  | Location / site:  |
| Incident/Near Miss Reported by:  |
| State type of Incident / Near Miss: Safety [ ]  Health [ ]  Environmental [ ]  Process [ ]  Fire [ ]  Security [ ]  |
| **PLEASE INFORM KPNWE WITHIN 24 HOURS IN CASE OF LOST WORKDAY CASE (> 1 day absence) OR ENVIRONMENTAL SPILL TO LAND OR WATER** |
| Incident / Near Miss Description i.e. Brief outline of events |
| Potential: What was the worst possible outcome?  |

|  |
| --- |
| Investigated by:  |
| Investigation Report Details: |

|  |
| --- |
| Recommendations and Corrective Actions: |
| No. | Recommendation/Action | Actor | Timing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Report Sign Off(recommendations closed) | Name:  | Signature: | Date:  |

**Immediate Causes**

**Unsafe Practices**

[ ]  Disconnecting or defeating safety device/equipment

[ ]  Horseplay / Deliberate Violations / Infringements

[ ]  Improper loading, positioning, or storing of materials

[ ]  Improper manual handling practice

[ ]  Inadequate pre-task checking

[ ]  Influence of alcohol/drugs

[ ]  Information error or omission

[ ]  Lack of attention/forgetfulness

[ ]  Leaving, or working in, untidy area

[ ]  Misuse/wrong use of equipment/tools

[ ]  Not following rules/procedures/permits

[ ]  Not observing or using warning/safety devices/equipment

[ ]  Not positioning self properly for task

[ ]  Not using PPE, or using PPE incorrectly

[ ]  Operating or working at unsafe speed/short cutting

[ ]  Operating or working without authority/permission

[ ]  Using defective tools/equipment

[ ]  Working on equipment in operation

[ ]  Other unsafe practices, specify (below)

**Unsafe Conditions**

[ ]  Corrosion/erosion

[ ]  Defective tools and equipment

[ ]  Excessive noise/vibration

[ ]  Extreme weather

[ ]  Falling/incorrectly placed objects

[ ]  Hazardous atmosphere

[ ]  Hazardous substance exposure

[ ]  Inadequate PPE

[ ]  Inadequate lighting/illumination

[ ]  Inadequate ventilation/temperature/humidity

[ ]  Inadequate physical guards or barriers

[ ]  Inadequate warning systems/signs

[ ]  Ionising radiation exposure

[ ]  Plant/equipment status not as expected

[ ]  Poor access, layout congestion

[ ]  Slippery or uneven surface

[ ]  Unavailable/missing/lapsed work procedures/instructions

[ ]  Unclear or inadequate work procedures/instructions

[ ]  Untidy site

[ ]  Other unsafe conditions, specify (below)

**Root Causes**

**Personal Factors**

[ ]  Job Safety Assessment (JSA) not properly executed

[ ]  Excessive physical/mental stress

[ ]  Improper motivation/inattention

[ ]  Inadequate physical/mental capability

[ ]  Lack of knowledge/skill experience

[ ]  Lack of knowledge of/respect for procedures

[ ]  Lack of training, not competent

[ ]  Misperception of risk

[ ]  Poor team dynamics/tensions

[ ]  Too much, too little information

[ ]  Poor communication of information

[ ]  Over familiar with task

[ ]  Over dependent on past experience

[ ]  Other human factors, specify (below)

**Job Factors**

[ ]  Conflicting/excessive job demands

[ ]  Inadequacies in Permit to Work

[ ]  Inadequacies in shift handover

[ ]  Inadequate leadership/supervision/planning

[ ]  Inadequate maintenance/inspection

[ ]  Inadequate purchasing/procurement

[ ]  Inadequate tools and equipment

[ ]  Inappropriate design/layout/construction

[ ]  Unclear or inadequate work procedures/ instructions

[ ]  Unclear organisation or responsibilities

[ ]  Other job factors, specify (below)