|  |  |
| --- | --- |
| 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 |
|  |  |  |  |
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|  |  |  |  |
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| --- | --- | --- | --- |
| 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)