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| **INCIDENT INVESTIGATION: FULL INVESTIGATION TEMPLATE** |

**To be used on site by the HSWO during the full investigation process**

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| **School/Branch** |  | **UniSafe Incident No.** |
| **Location of incident** | **(Building, level, room, area)** | |
| **Nature of incident** |  | |
| **Name of Investigator(s)** |  | |

**KEY FACTORS**

**Check to indicate what your investigation identified i.e. that the safety criteria was met, or that there were any gaps in the implementation of the safety management systems in place, which contributed to this incident. There could be one or more.**

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|  | **Column 1** | | **Column 2** | | **Provide further details where contributing factors (i.e. column 2)**  **have been identified** | |
| **Ref**  **number** | **This safety criteria was fully met**  **(i.e. these factors played no**  **contributory part to the incident)** | | **This safety criteria was not**  **fully met**  **(i.e. These factors**  **contributed to the incident)** | | **How this factor did or did not contribute to the incident or**  **Comment on why it is not applicable**  **(Use 💣 to indicate a breach of Handbook chapter)** | **Evidence this is based on**  (e.g. Site inspection, interview,  document check.) |
| 1 |  | Process(s) in place to provide information, instruction and training. |  | Failure of process to provide information, instruction and training |  |  |
| 2 |  | Appropriate conduct/behaviour |  | Inappropriate conduct/  behaviour |  |  |
| 3 |  | Appropriate supervision |  | Failure to appropriately supervise |  |  |
| 4 |  | Appropriate management/control of contractors |  | Failure to appropriately manage/control contractors |  |  |

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|  | **Column 1** | | **Column 2** | | **Provide further details where contributing factors (i.e. column 2)**  **have been identified** | |
| **Ref number** | **This safety criteria was fully met**  **(i.e. these factors played no**  **contributory part to the incident)** | | **This safety criteria was not**  **fully met (i.e. These factors**  **contributed to the incident)** | | **How this factor did or did not contribute to the incident or**  **Comment on why it is not applicable**  **(Use 💣 to indicate a breach of Handbook chapter)** | **Evidence this is based on?**  (e.g. Site inspection, interview,  document check.) |
| 5 |  | Good housekeeping |  | Poor housekeeping. |  |  |
| 6 |  | Safe Work procedure followed. |  | Failure to follow safe work procedure |  |  |
| 7 |  | Incidents reported |  | Failure to report incidents |  |  |
| 8 |  | Plant/equipment/materials fit for purpose |  | Plant/equipment/materials not fit for purpose. |  |  |
| 9 |  | Plant/Equipment appropriately maintained |  | Failure to appropriately maintain plant/equipment |  |  |
| 10 |  | Infrastructure/facilities fit for the activity being undertaken |  | Infrastructure/facilities not fit for the activity being undertaken |  |  |
| 11 |  | Hazard(s) identified |  | Failure to identify a hazard |  |  |
| 12 |  | Hazard(s) were appropriately assessed and there is an effective risk assessment |  | Failure to appropriate assess a hazard (conduct an effective risk assessment) |  |  |
| 13 |  | Hazard(s) were appropriately controlled |  | Failure to effectively control a hazard(s) |  |  |
| 14 |  | System for inspection of Plant/equipment is in place |  | Failure to have a system for scheduled inspection of plant/equipment. |  |  |

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1. **Record what corrective action is to be implemented to address the factor(s) identified.  
   (Note: If the issue is systemic, i.e. likely to exist elsewhere in this School/Branch, then this should also be reflected in the corrective action.)**

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| **Ref Number** | **Proposed corrective action to be taken (To be recorded and managed in UniSafe.)**  (Noting that corrective action(s) should be agreed in consultation with the stakeholders and supervisor involved.) | **Who is responsible for the action** | **Timeframe** |
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