

INCIDENT INVESTIGATION: FULL INVESTIGATION TEMPLATE

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

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.

	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	<input type="checkbox"/> Process(s) in place to provide information, instruction and training.	<input type="checkbox"/> Failure of process to provide information, instruction and training		
2	<input type="checkbox"/> Appropriate conduct/behaviour	<input type="checkbox"/> Inappropriate conduct/behaviour		
3	<input type="checkbox"/> Appropriate supervision	<input type="checkbox"/> Failure to appropriately supervise		
4	<input type="checkbox"/> Appropriate management/control of contractors	<input type="checkbox"/> Failure to appropriately manage/control contractors		

HSW Handbook	Incident Investigation tool	Effective Date:	31 May 2019	Version 2.0
Authorised by	Director, HSW	Review Date:	As required	Page 1 of 3
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

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Ref number	Column 1	Column 2	Provide further details where contributing factors (i.e. column 2) have been identified	
	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	<input type="checkbox"/> Good housekeeping	<input type="checkbox"/> Poor housekeeping.		
6	<input type="checkbox"/> Safe Work procedure followed.	<input type="checkbox"/> Failure to follow safe work procedure		
7	<input type="checkbox"/> Incidents reported	<input type="checkbox"/> Failure to report incidents		
8	<input type="checkbox"/> Plant/equipment/materials fit for purpose	<input type="checkbox"/> Plant/equipment/materials not fit for purpose.		
9	<input type="checkbox"/> Plant/Equipment appropriately maintained	<input type="checkbox"/> Failure to appropriately maintain plant/equipment		
10	<input type="checkbox"/> Infrastructure/facilities fit for the activity being undertaken	<input type="checkbox"/> Infrastructure/facilities not fit for the activity being undertaken		
11	<input type="checkbox"/> Hazard(s) identified	<input type="checkbox"/> Failure to identify a hazard		
12	<input type="checkbox"/> Hazard(s) were appropriately assessed and there is an effective risk assessment	<input type="checkbox"/> Failure to appropriate assess a hazard (conduct an effective risk assessment)		
13	<input type="checkbox"/> Hazard(s) were appropriately controlled	<input type="checkbox"/> Failure to effectively control a hazard(s)		
14	<input type="checkbox"/> System for inspection of Plant/equipment is in place	<input type="checkbox"/> Failure to have a system for scheduled inspection of plant/equipment.		

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2. 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.)

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