



Date of Incident / Near Miss:	Location / site:
Time of Incident / Near Miss:	
Incident/Near Miss Reported by:	
State type of Incident / Near Miss: Safety <input type="checkbox"/> Health <input type="checkbox"/> Environmental <input type="checkbox"/> Process <input type="checkbox"/> Fire <input type="checkbox"/> Security <input type="checkbox"/>	
<b>PLEASE INFORM YOUR FORMAL Q8 CONTACT WITHIN 24 HOURS</b>	
Incident / Near Miss Description i.e. Brief outline of events	
Potential: What was the worst possible outcome?	

Investigated by (name, function and telephone number):
Investigation Report Details:

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



**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

**Basic Causes**

- 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)