

Accident Analysis

To be completed by supervisor, manager, safety professional, etc.

Describe the incident, in detail, as determined by investigation. (Attach additional sheets, if needed.)

Root cause analysis

1. Identify all contributing factors. Yes = CF
2. For each, ask "Would the incident have happened if this particular factor was not present?" No = RC
If the answer is "No," then it is a root cause (RC).
3. For nearly every incident, there are multiple root causes/contributing factors

Manpower	CF	RC	Material	CF	RC	Management systems	CF	RC
Failure to follow procedure/rule			Defective tool/equipment			Not properly trained		
Failure to use proper PPE			Improperly guarded equipment			Poor housekeeping		
Improper use of tool/equipment			Not properly trained			No/poor procedure		
Horseplay			Poor lighting			Ineffective communication		
Distracted/breakdown of awareness			Poor ventilation			No/poor job planning		
Fatigue/stress/frustration			Environmental (weather, temp, animal)			Heavy workload/tight schedule (real or perceived)		
			Poor design/layout			Long/unusual work hours		

Corrective actions

Action	Due date	Person/department responsible

Supervisor

Date

Manager

Date

Safety professional

Date

Please keep on file for your records.



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CORPORATE OFFICE *Florida*

PO Box 988 • Lakeland, FL 33802-0988 • 863-665-6060 • 1-800-282-7648 • Fax 863-665-3546

SOUTHEAST REGION *Georgia, Kentucky, North Carolina, South Carolina, Tennessee*

PO Box 600 • Gainesville, GA 30503-0600 • 678-450-5825 • 1-800-971-2667 • Fax 770-531-1349

SOUTHWEST REGION *Alabama, Arkansas, Louisiana, Mississippi, Texas*

PO Box 80439 • Baton Rouge, LA 70898-0439 • 225-926-3264 • 1-800-421-2944 • Fax 225-926-4026