

Root Cause Analysis:

Unsafe Acts

PPE Incorrectly/Not Used
 Improper Positioning/Technique
 Failure to Follow Proper Procedure
 Operating Without Authorization
 Failure to Operate Lockout/Tagout
 Operating Equipment at Unsafe Speeds
 Bypassing Safety Devices
 Guards Removed/Not Used
 Improper Loading or Placement
 Improper Lifting/Body Mechanics
 Servicing Machine in Motion
 Did Not Ask/Receive Assistance
 Failure to Use Available Equipment
 Unsafe Act(s) of Others
 Rushing/Working Too Fast
 Distraction/Horseplay

Specify:

Unsafe Conditions

Poor Workstation Design
 Fire or Explosion Hazard
 Congested Work Area
 Hazardous Substances
 Inadequate Ventilation
 Improper Material Storage
 Improper Tool or Equipment
 Insufficient Job Knowledge
 Slippery Conditions
 Poor Housekeeping
 Excessive Noise
 Inadequate Guarding/Safety Devices
 Defective Tools/Equipment
 Insufficient Lighting
 Inadequate Fall Protection
 Inadequate Warning Devices

Specify:

System Deficiencies

No Written Safety Procedures
 Failure to Enforce Safety Rules
 Hazards Not Identified
 PPE Not Available
 Insufficient Worker Training
 Insufficient Supervisor Training
 Inadequate Maintenance
 Inadequate Supervision
 Insufficient Job Planning
 Inadequate Hiring Practices
 Poor Process Design
 Inadequate Workplace Inspections
 Inadequate Tools/Equipment
 Unsafe Design or Construction
 Conflicting Motivators
 Inadequate Job Hazard Analysis

Specify:

Probable Recurrence:

Frequent Occasional Rare Major Serious Minor

Loss Severity Potential

Recommended Corrective Actions:

Action Item	Person Responsible	Target Date	Date Complete

Investigation Review:

	Signature	Review Date	Comments
Supervisor			
Manager			
Safety Officer			
CEO/President			
Preparer			
Employee			

