



Instructions: This form must be completed by the supervisor (or designate) and person who reported the incident. This form and the Root Cause Analysis Form (5 Whys) must be submitted to the Health, Safety and Environment Office (1st Floor Kelley Memorial Building) or via the email address incident@upei.ca within 72 hours after the incident.

Incident Resulted In (please check all that apply):			
Injury	Illness	Property damage	Near miss
First aid	Medical aid	Recurrence	Other
Date of Incident Investigation submission:			
Incident Information			
<i>Evaluation: Use Three Point Risk Ranking Scheme and Ranking Matrix (attached)</i>			
Risk Ranking:	1-2 (Minor)	3-4 (Serious)	6-9 (Major)
Hazard Class Index:	C	B	A
Incident Investigation			
<p><u>Immediate causes:</u> What substandard acts/practices and conditions caused or could cause the event? <i>See checklists on back of page and complete attached Root Cause Analysis Form (5 Whys).</i></p>			
<p><u>Basic causes:</u> What specific personal or job/system factors caused or could cause this event? <i>See checklists on back of page and complete attached Root Cause Analysis Form (5 Whys).</i></p>			
<p><u>Remedial actions:</u> What has and/or should be done to control the causes listed? <i>Complete attached Root Cause Analysis Form (5 Whys).</i></p>			
Prevention of Recurrence			
Describe what action is planned or has been taken to prevent a recurrence of the incident, based on the key contributing factors (both immediate and long term).			
Supervisor name (print):	Supervisor signature:	Date:	
Area Lead name (print):	Area Lead signature:	Date:	



Immediate causes – check all as appropriate	
Substandard acts:	Substandard conditions:
<ul style="list-style-type: none"> Operating equipment without authority Failure to warn Failure to secure Operating at improper speed Making safety devices inoperable Removing safety devices Using defective equipment Failure to use personal protective equipment (PPE) Improper loading 	<ul style="list-style-type: none"> Fire and explosion hazard Lack of guard or barrier Inadequate or improper protective equipment Defective tools, equipment or materials Restricted space Inadequate warning system Poor housekeeping Hazardous environmental conditions (gases, dusts, fumes, vapours, etc.) Excessive noise exposure Radiation exposure High or low temperature exposure Inadequate or excess illumination Inadequate ventilation
Energy transfer or contact with a hazardous substance	
<ul style="list-style-type: none"> Struck by (stationary or moving object) Struck against (ran or bumped into an object) Came into contact with (electricity, heat, cold, radiation, toxins, noise, caustics, etc.) Caught in or between (pinch or nip points, crushing or shearing) Caught on (snagged or hanging) Fall on the same level (slip, trip, or fall) Fall to lower level Exposure Overexertion Repetitive action 	
Basic/Root Causes – check all as appropriate	
Personal factors	Job factors
<ul style="list-style-type: none"> Inadequate capacity Lack of knowledge/training Lack of skill Stress Improper motivation 	<ul style="list-style-type: none"> Inadequate leadership/supervision Inadequate engineering Inadequate purchasing Inadequate maintenance Inadequate tools/equipment Inadequate work standards Wear and tear Abuse and/or misuse

Complete attached Root Cause Analysis Form (5 Whys) with applicable stakeholders