

- Near Miss
- Property Damage
- First Aid
- Medical
- Lost Time

Company Injury, Accident, Incident Investigation Form

Drug/Alcohol Test Done?

- Yes
- No

Name of Investigator: John Smith

I. Injury Causative Factors:

Was the employee(s) following company rules/procedures?

If **no**, was the incident because of:

- Lack of training?
- Not paying attention?
- Acting as per employee common practice?
- Exceeding their physical capacity?
- Using wrong equipment?
- Taking a short cut?
- Willful misconduct?
- Other?

If **yes**, was the incident the result of:

- equipment failure?
- wrong tools?
- poor procedures?
- workplace conditions?
- Repetitive stress (ergonomic factors)?
- Poor equipment guarding?
- Poor maintenance?
- Poor lighting?
- Unidentified or uncorrected workplace hazards?
- Unfamiliar surroundings/offsite injury?

II. Injury Reason Factors:

- Inadequate rule enforcement?
- Lack of relevant, frequent enough, or sufficient training
- Lack of hazard identifying or correction procedures
- Lack of line supervisor involvement
- Plant or equipment layout
- Lack of supervisor and or employee accountability
- Lack of employee involvement
- Poor tool purchasing and or maintenance
- Lack of appropriate safety signs or other reminders

Employee Name: Mike Yamoto Position: Mechanic Hire Date 3-10-09

Date/Time of Incident 8-15-2010 2:45 Date first reported 8-15-2010

Supervisor Jill Freed Department Service Shop

Witnesses: Bob JAMES

Incident location Shop Bay #3

1. Describe Injury (Nature of Injury/Part of body) lacerations, hands, bruising shoulders Concussion

2. Describe Incident Fully (what happened?) Driver told by Dispatch they thought vehical was ready entered shop, saw keys on seat and not seeing Mechanic, started vehicle. Mechanic was in brush housing area under vehicle and was injured.

3. Identify injury causative factor:

Driver starting vehical without clearance from Mechanic. Driver being able to start vehical. Access to keys (lockout failure.) Mechanc did not lock out vehical.

4. Identify reason for causative factor (for example why did tool fail or why was training inadequate?):

Lockout not enforced and training done before Yamoto started. Rules on drivers in shop not clear/written down. Drivers not trained in lockout so not aware of hazards possibly. Lockout not enforced by mgmnt. Mgmt not evaluate hazards well.

5. What specific action should be or has been taken to correct identified reasons (#4) and prevent recurrence (there must **always** be a specific action taken to prevent recurrence)?

No one but mechanic should have access to keys when working on vehical. Each mechanic will have a locked key box.

No Driver will enter/take vehical without being signed out by mechanic. Lockout will become part of new hire orientations. Committee of Drivers

Mike & Jill will meet to identify other possible issues

Who is responsible for corrections:

Target Completion Date:

Actual Completion Date:.

Jill Freed / Ben Johnson

8-20-10 lockout training
8-30-10 new hire orientation
9-30-10 Committee meets

Signature of Investigator: John Smith

Date: 8-16-2010

(Attach additional sheets as necessary to answer number 1-5 above, and/or to include diagrams or pictures)