

ACCIDENT CAUSE CORRECTIVE ACTION CHECKLIST

Accidents happen – on the road, in the workplace, on jobsites, at events, in public spaces. Myriad factors contribute to the cause of accidents. The following checklist is intended to help you determine cause and any corrective steps that can be taken to mitigate any losses from potential claims. It starts with thorough and accurate information gathering.

✔ Immediately Following an Accident



- ☐ Ensure the safety of those involved.
- ☐ Call for emergency assistance for injured as needed.
- ☐ Call law enforcement if necessary, to file a formal report.
- ☐ Contact your supervisor to report the incident.
- ☐ Get name, age, address, telephone number and email address of anyone involved.
- ☐ Get name, age, address, telephone number and email address of any witnesses.
- ☐ Determine the role of the witness (bystander, spectator, participant, passenger, pedestrian, etc.)

✔ Note Details

People, process, environment and equipment can all contribute to the cause of an incident. The following are potential factors and ways to mitigate their effects, potentially limiting the opportunity for future incidents.

People

- ☐ Person unfamiliar with their environment
 - Ensure all steps were and are taken to alert the individual(s) to their surroundings.
- ☐ Person not properly trained for their task
 - Review training for person involved to ensure it was sufficient.
- ☐ Person did not know the procedures for their task
 - Ensure the right person was assigned the task now and in future assignments.
- ☐ Person deviated from known procedures
 - Ensure procedures are proper. Establish protocols should task require amendment of procedures.
- ☐ Person not physically or mentally capable of performing task
 - Review job requirements and work with Personnel to ensure proper requirements are outlined.
- ☐ Task was too difficult
 - Review task design and procedures.

Other factors

Process

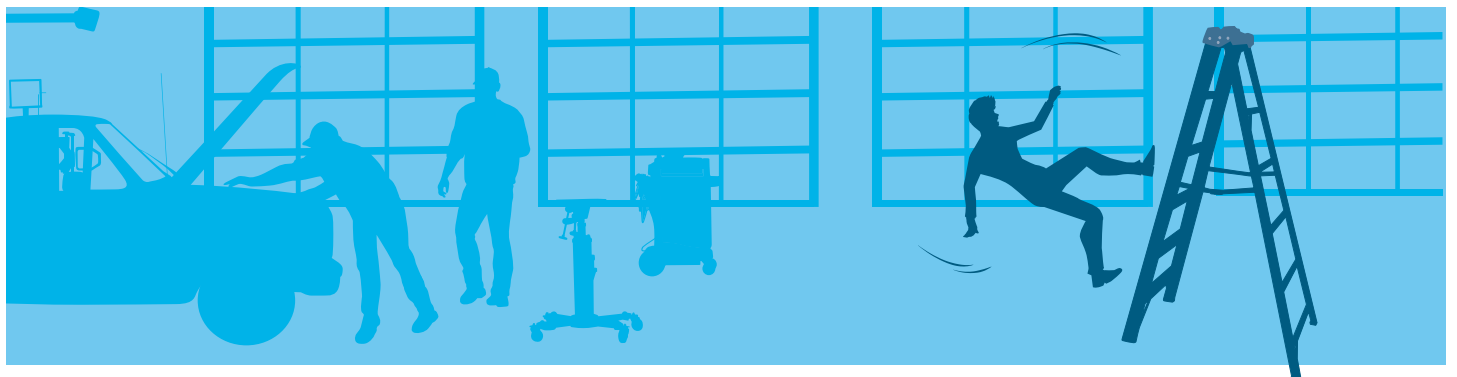
- ☐ Supervisor did not anticipate potential hazard
 - Improve the capability of management to spot hazards and implement work changes.
- ☐ Supervisor did not properly oversee the work which led to the accident
 - Review job analysis to increase supervisor monitoring and improve ability to spot potential hazards.
- ☐ Supervisor did not review the procedures of the assigned task to ensure the person was properly trained to perform
 - Define and communicate supervisor responsibility and accountability.
- ☐ Supervisor did not implement actions to correct potentially hazardous situation
 - Provide training for supervisor to properly identify and correct hazardous situations.
- ☐ Supervisor was pressured to complete the task with the human assets assigned
 - Ensure teams are provided with the proper human capital to complete projects and allow for rescheduling when those assets are not available.
- ☐ Employee not alerted to the potential hazards of the work assigned
 - Make sure clear task descriptions are communicated along with potential hazards.

Other factors

Environment

- ☐ Weather created the potential for a hazardous situation
 - Ensure there are inclement weather plans in place for work/events.
- ☐ Location of people, equipment, materials or planned work area created the potential for a hazardous situation
 - Ensure a complete safety analysis of the area is performed to identify potential hazards and adjust as necessary.
- ☐ People not allowed in the vicinity of equipment or materials
 - Review procedures and ensure proper barricades or barriers are in place.
- ☐ Insufficient workspace
 - Review the workspace requirements and modify as necessary.
- ☐ Heat, cold, ventilation, noise, odor, other factors create hazardous environment
 - Periodically check conditions and have a plan to take immediate action should conditions become unsafe.

Other factors



✔ Equipment

Task related

- ☐ Equipment is defective
 - Review inspection records and procedures. Inspect any similar equipment to ensure it is working properly. If there is no inspection program, implement one.
- ☐ Incorrect equipment provided
 - Specify the equipment required for specific jobs.
- ☐ Correct equipment is not available
 - Perform periodic inventory of equipment to ensure the correct tools are available for each job.
- ☐ Employee unsure of where to find the proper equipment or materials
 - Perform periodic orientations to the location and use of equipment or materials available to employees.
- ☐ Substitute equipment was used for the task
 - Warn against using substitute equipment, and ensure proper equipment is always available.
- ☐ Old/outdated equipment or materials used on the project
 - Update inventory of equipment or materials to ensure the correct items are available to employees.

Personal or PPE

- ☐ PPE was not specified
 - Review projects and regulating entity requirements for PPE.
- ☐ PPE was not available
 - Review inventory of PPE to ensure it is available for all employees.
- ☐ Employee was not aware of PPE requirement
 - Review training procedures and safety communication.
- ☐ PPE was not used properly
 - Review training procedures and safety communication. Enforce disciplinary measures as necessary.

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