

TUS Investigation Form (Accident/ Incident)



TUS
Technological University of the Shannon:
Midlands Midwest
Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

www.tus.ie

Note: - This form is designed to support Accident/Incident investigation. TUS Unit Managers can use it to determine the underlying and root causes of accidents/incidents & support the implementation of corrective actions.

1.0 INCIDENT TYPE UNDER INVESTIGATION

(Mark 'x' in the appropriate box)

Accident resulting in Personal Injury		Near Miss		Incident resulting in damage to, or loss to Property	
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Give brief details of What happened, where it happened, when it happened, and any emergency measures taken:

2.0 INJURED PERSON DETAILS

(If the Incident was an accident and resulted in a person being injured then please complete)

Name of Injured Person						
Category of injured person: <i>(Mark X in the Appropriate Box)</i>	Staff	Undergrad	Post Grad	Apprentice	Contractor	Visitor

3.0 ACCIDENT/INCIDENT (Record Of Reporting)

Check to ensure all University & Statutory Bodies have been informed where required.

Accident/Incident Report submitted to the AIT H&S office?	YES		No	
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Health & Safety Authority (HSA) Reportable

Was the Accident/Incident Reportable & Reported to the HSA?	YES		NO	
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4.0 INVESTIGATION (Information Gathering)

Where & when did the incident/accident event happen?

How did the adverse event happen? *(Note any equipment involved)*

What associated activities were being carried out at the time?

Was there anything unusual or different about the working conditions?

Were there adequate safe working procedures and were they followed?
(Prompt: - Completed risk assessments? established written & communicated procedures? etc.)

What injuries or ill health effects, if any were caused?
(Prompt: - refer to the accident/incident report)

If there was an injury, how did it occur and what caused it?
(prompt Example: burn to hand caused by caustic soda spilling on hands while decanting from Winchester bottle)

Was the risk known? If so, why wasn't it controlled? If not, why not?

Did the organisation and arrangement of the work influence the adverse event?
(Prompt Example: levels of supervision? lack of planning, high production targets, etc.)

Was maintenance and cleaning sufficient? If not, explain why not?
(Prompt: Example the brakes on the forklift truck in good working order? Were spills dealt with immediately? Was the site so cluttered and untidy that it created a slipping or tripping hazard?)

Were people involved competent and suitable to perform the task or activity?

(Prompt: - a lack of instruction and training may mean that tasks are not done properly)

Did the workplace layout influence the adverse event?

(Prompt: The physical layout and surroundings of the workplace can affect H&S - Injuries may be caused by sharp table edges.)

Did the nature or shape of the materials influence the adverse event?

(Prompt: Example ; materials can pose a hazard simply by their design, weight, quality or packaging, e.g. heavy and awkward materials, materials with sharp edges, splinters, poisonous chemicals etc.)

Did difficulties using the plant & equipment influence the adverse event?

(Prompt: A machine that requires its operator to follow a complicated user manual may represent a source of risk in itself)

Was the safety equipment sufficient?

(Prompt: Example: - power supply isolation equipment and procedures; personal protective equipment (PPE); extract ventilation system. Make a note of whether the safety equipment was used, whether it was used correctly, whether or not it was in good condition and was working properly etc.)

Did other conditions influence the adverse event?

(Prompt: - 'Other conditions' is intended to cover everything else that has not been reported yet, but which might have influenced the adverse event. For example: a disagreements or misunderstandings between people; The weather; unauthorised interference in a process or job task; defective supplies or equipment; deliberate acts, such as trespass or sabotage.

5.0 ACCIDENT/INCIDENT Analysis

What were the immediate, underlining and root causes of the Accident/Incident

(This should be based on the above investigative gathering information and should lead you to the determining the Immediate Cause)

6.0 RISK CONTROL Corrective Action plan

What Risk control Measures should be implemented in the short and long term?

Control Measures to be implemented <i>(E.g. this could include items such as training, update risk assessments, update SOPs etc...)</i>	Proposed Completion date	Person Responsible
1.		
2.		
3.		
Signature of Manager completing the Accident/incident Investigation:		Date:
Print Name & Job Title:		

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TUS H&S Ref No.			
<input type="checkbox"/> Accident	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Dangerous Occurrence	<input type="checkbox"/> Work related ill health
HAS Reportable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	HAS reference No.
Accident/Incident Investigation Form Feb 2023			