

POLO ACCIDENT / INCIDENT INVESTIGATION FORM

To be used following an incident to establish underlying cause.

Name of Injured Person	
Date of Accident	
Location of Accident (Where the accident occurred)	
What was your injury? <ul style="list-style-type: none"> • Location of Injury – (left/right, wrist, shoulder, ankle etc) • Type of Injury (sprain, strain, burn, dislocation, foreign body etc) 	

A. Ask the Following Questions and document on this form. Remember you are finding out what happened, not trying to find blame:

- Ask the Injured person what happened. - What did they see happen?
- Who were the witnesses?
- Are there any other factors, which should be considered?
(Fatigue, distractions, standard of equipment etc)

- Do you have all the information, which clearly describes what happened from start to finish? If not, clarify areas of uncertainty or conflicting information.

B. Identify all the immediate causes (behaviours and conditions contributing to the accident). It is likely that more than one of these will have contributed to the incident.

- Equipment – use of or location
- Work factors -
- Environmental factors
- Materials or design
- People and behaviours
- Health factors

Describe:

C. Identify the Root Cause. These are the core reasons why the accident occurred.

You should identify the core safety management deficiencies of why the incident occurred. There may be more than one factor contributing to the core reason why this incident occurred.

- Knowledge or training
- Supervision or management
- Procedures or practices

- People selection or placement
- Feedback or information communication
- Maintenance or inspection
- Identification and management of hazards
- Protective equipment
- Design or placement of equipment

For each ticked box, ask 'why' this occurred or 'how' this occurred. Record on this sheet

Analysis

Response to Section A (use additional pages if required)

What happened from start to finish (diagrams may assist). Remember to document factors which need to be considered i.e. fatigue, deadline, absent personnel, distractions, environmental factors etc

Response to Section C:

'Why' or 'how' did this occur?

Corrective Actions Required. This is those actions required to prevent this type of incident occurring again. Consider changes to policies, procedures, training, rules, workloads or timing, etc. The Consequence and Likelihood Information Sheet to be used as a guide to ascertain whether Corrective Action is required.

For new Hazards ask:

Why was this potential hazard not identified earlier?
What processes/procedures needs to change

For existing Hazards ask:

Is this hazard identified in the hazard register?
What controls were in place?
Why did the controls not work?

<p>to ensure that these types of hazards are picked up before harm occurs? What controls are required to prevent this accident occurring again? What training, equipment, processes or procedures are required? What do people need to know to protect themselves? Record the new hazard in the Hazard Register</p>	<p>Were the controls identified sufficient? What needs to be done to ensure that the controls do work? What do people need to know? Review this hazard in the Hazard Register</p>
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Describe fully what needs to occur to prevent further accident. There may be more than one action required to ensure that this scenario does not occur again including, training, changes to procedures, environment, work practices or schedules, processes, behaviours/attitudes, organisational culture etc:

Actions Required	When	By Whom

Investigated by:

Date:

List other personnel involved in the investigation:

Attach a copy of the Incident/Accident Report Form