

Instructions to complete the Incident/Accident Investigation Form (DA 2000)

1. The Departmental Safety Coordinator is to complete the Root Cause Analysis section of the form, review with the employee then submit to the Safety Office for review.
2. The Safety Office will review then submit to the Office of Human Resources.
Include documentation to support corrective action. (ex. Training, pictures)

Root Cause Analysis

Unsafe Act – something done by a person or persons that produced injury, property damage or has the potential to do so; an unnecessary exposure to a hazard; conduct that reduces the degree of safety present in an activity. Unsafe behavior of the injured person! *Examples: Not wearing PPE or not wearing PPE properly.*

Why was act committed – What reason did the employee give for committing the “Unsafe Act”? If there is no “Unsafe Act” then the answer to this question is “None”. *Never put N/A!*

Unsafe Condition – Any physical state which reduces the degree of safety. *Examples: Broken equipment; Things piled up; Environment around you; Algae build up; Wet surfaces; Sharp edges.*

Why did the condition exist – What is the reason the “Unsafe Condition” exists? If there is no “Unsafe Condition” then the answer to this question is “None”. *Never put N/A!*

Contributing Factors – Uncontrollable events. *Examples: 1. Nature (rainy, cloudy, windy, icy); 2. Animals/wildlife (primates behavior can be unpredictable); 3. Other people.*

Immediate action taken to prevent recurrence – What corrective action was taken? *Examples: Reviewed SOP with employee. Always document re-training of employees. Training sign-in sheet along with materials reviewed MUST be submitted with Investigative form to support corrective action was done.*

Long range action to be taken – Complete if the corrective action taken eliminated the issue.

What additional assistance is needed to prevent reoccurrence – Indicate if someone was called to assist with fixing the problem.

*****DO NOT LEAVE BLANKS! DO NOT PUT N/A, INSTEAD PUT NONE*****