

What task was being performed? What equipment, materials, or substances were involved?

SECTION 5 — IMMEDIATE CAUSES

A. Unsafe Acts (worker behaviour contributing to the incident):

- | | |
|--------------------------------|------------------------------|
| ■ Operating without authority | ■ Failure to use PPE |
| ■ Failure to warn / secure | ■ Operating at unsafe speed |
| ■ Using defective equipment | ■ Improper lifting technique |
| ■ Bypassing safety device | ■ Distracted / inattentive |
| ■ Under influence of substance | ■ Other (describe in notes) |

B. Unsafe Conditions (environmental / physical conditions contributing to the incident):

- | | |
|---------------------------------|--------------------------------|
| ■ Inadequate guarding / barrier | ■ Defective tools or equipment |
| ■ Housekeeping / clutter | ■ Inadequate lighting |
| ■ Slippery / uneven surface | ■ Extreme temperature or noise |
| ■ Inadequate ventilation | ■ Unguarded opening or edge |
| ■ Poorly designed workstation | ■ Other (describe in notes) |

Additional notes on immediate causes:

SECTION 6 — ROOT CAUSE ANALYSIS

Root Cause Category (check all that apply):

- | | |
|--------------------------------------|---------------------------------|
| ■ Inadequate training or instruction | ■ Lack of procedure / SOP |
| ■ Procedure not followed | ■ Inadequate supervision |
| ■ Workplace design / ergonomics | ■ Equipment maintenance failure |
| ■ Communication breakdown | ■ Time pressure / workload |
| ■ Management system deficiency | ■ Other |

Explain the root cause(s) — WHY did the unsafe act or condition exist?

SECTION 7 — CORRECTIVE ACTIONS

Corrective Action	Responsible Person	Target Date	Completed

SECTION 8 — REVIEW & SIGNATURES

JHSC / HSR reviewed this report:	Date reviewed:

Investigator Name (print)	Signature	Date
Supervisor Name (print)	Signature	Date
JHSC Member Name (print)	Signature	Date
Employer / Manager Name (print)	Signature	Date

Retain completed form on file for a minimum of 3 years. Provide a copy to the JHSC and any affected worker. Critical injuries must also be reported to the Ministry of Labour, Immigration, Training and Skills Development — Ontario OHSA s.51.