Incident Investigation Checklist

Ask why? Use the categories below to get started. Keep asking why until you find the source of the incident.

**Equipment**
- Tractor
- Trailer
- Liftgate
- Pallet jack
- Hand truck
- Other ____________________

Did the equipment contribute to the incident through a failure, lack of feature or lack of maintenance?

Comments on equipment:

**Environment**
- Light
- Dark
- Wet
- Heat
- Cold weather or ice
- Uneven ground
- Indoors
- Outside
- Visibility (fog or shadows)
- Windy
- Other ____________________

Did the environment contribute to the incident?

Comments on environment:

**Employee**
- Are there written procedures for the task to be accomplished, if so, was the employee provided training?
- Is the employee physically capable of carrying out the tasks?
- Did the employee wear the appropriate personal protective equipment (PPE)?
- Is enough time allowed for workers to do their tasks correctly and safely so that they aren’t tempted to take shortcuts?

Comments on employee:

**Management**
- Is management trained in hazard recognition?
- Did management anticipate the hazard and the risk?
- Was management aware that a deviation from safety procedures might occur and take steps to prevent it?
- Is management’s role in hazard recognition and corrective action clearly defined and assigned?

Comments on management:

**Other issues noted:**

Root Cause (Source) of Incident: Ultimately, what conditions could have been changed to prevent the incident?

Next Steps

<table>
<thead>
<tr>
<th>General Category</th>
<th>Specific Task</th>
<th>Owner of Task</th>
<th>Date Completed</th>
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</thead>
<tbody>
<tr>
<td>Repair or replace equipment</td>
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<tr>
<td>Develop environmental solution (for example: correct lighting, develop process to sand yard during icy conditions)</td>
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<td>Train employees</td>
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<td>Train management</td>
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</table>

Signature ___________________________________________________________ Date ____________________

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