#### Accident Root Cause Analysis Form

**Instructions:**

This form is not to be filled in online. Print the form and write on it.

1. Write down the accident event in the space in the middle of the page.
2. Determine if the accident circumstances are in the areas of People, Equipment, Environment, or Management.
3. If there are circumstances in a particular section, ask a series of “why?” questions to determine the reasons for every set of circumstances.
4. When you have run out of “why?” questions, analyze the results. Eliminate any unlikely causes or circumstances that you cannot control. Identify the accident cause.
5. Determine what management system needs to be in place to assure that the accident does not happen again.

### Equipment

1. Equipment not maintained
2. Wrong equipment used
3. Poor equipment design
4. Correct equipment not available

### People

1. Lack of procedures
2. Procedures not followed
3. Procedures not known or understood
4. Task too difficult to perform
5. PPE not used or not available
6. People not trained
7. Training inadequate
8. Distraction, , or fatigue

### Environment

1. Location of employee
2. Temperature extremes
3. Poor lighting
4. Poor housekeeping
5. Inadequate ventilation
6. Excessive vibration
7. Excessive noise
8. Condition of work surface

### Management

1. No management system in place to control hazard
2. Supervision did not detect unsafe conditions or behavior
3. Supervision did not take action to correct unsafe conditions or behaviors
4. Lack of supervisor training
5. Lack of accountability for safety