

Tip Sheet

adapted for use by the World Sweeping Association from information provided by SHARP Program, Dept. of Labor & Industries' *Keep Trucking Safe* initiative.

A series of health and safety tips to prevent work-related injuries in the trucking industry

Incident Investigation Checklist

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

Equipment

- ☐ Sweeper
- ☐ Backpack Blower
- ☐ Liftgate
- ☐ Forklift
- ☐ Tools
- ☐ Other _____

Comments on equipment:

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

Environment

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

Comments on environment:

Did the environment contribute to the incident?

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

General Category	Specific Task	Owner of Task	Date Completed
Repair or replace equipment			
Develop environmental solution (for example: correct lighting, develop process to sand yard during icy conditions)			
Train employees			
Train management			

Signature _____ **Date** _____



**WORLD SWEEPING
ASSOCIATION**

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