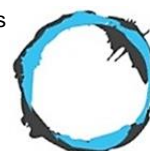


WORKPLACE INCIDENT INVESTIGATION

LEARNER GUIDE

LEARNER NAME & SURNAME: _____

IDENTITY NUMBER: _____



1. Describe requirements for workplace safety, health and environment incident investigation.

SO 1: Describe requirements for workplace safety, health and environment incident investigation.

Learning Outcomes:

After completing this module, the learner would be able to ensure:

1. Identify the legal and organisational specific requirements regulating the reporting and investigation of workplace incidents in order to determine applicable governance procedures.
2. Explain the legal and organisational specific requirements for an investigation into workplace incidents in order to follow the prescribed requirements.
3. Explain the procedures to be followed when an incident occurs in the workplace in order to facilitate effective management of the incident.
4. Explain the consequences of non-compliance with legal and organisational specific requirements in terms of the impact on safety, health and environment in the workplace.

1.1. The legal and organisational specific requirements regulating the reporting and investigation of workplace incidents are identified in order to determine applicable governance procedures.

Reporting an incident is an important part of an effective occupational health and safety program. It helps identify work related health and safety hazards, risks and dangers. The purpose is to identify the causes of incidents.

Appropriate controls can then be put in place to prevent further occurrences of such events. In other words an incident investigation is normally performed to find out what happened, why it happened, and to prevent it from happening again. The same innovative approach is demonstrated through the stipulations of the Occupational Health and Safety Act. According to the Act, the employer or user of machinery should formally investigate all section 24 incidents as well as any other incident where more medical treatment than the normal first aid is required.

Section 24 incidents that should be reported and investigated include the following types of incidents:

- When a person dies
- When a person becomes unconscious
- Suffers the loss of a limb or part of a limb
- Is injured or becomes ill, or is likely to die or suffer permanent physical defect
- Unable to work for 14 days or longer because of a work related incident
- When a "major incident" occurs

(Based on Legislation in section 24(a) and (b), of the Occupational Health and Safety Act) Section 1 of the Occupational Health and Safety Act defines it as "an occurrence of catastrophic proportions, resulting from the use of plant or machinery, or from activities at a work place.

The following occurrences must also be reported to the Provincial Director. When lives were endangered by:

- Dangerous spilled substances
- Uncontrolled release of a substance under pressure
- Flying, falling, uncontrolled moving object
- Machinery that ran out of control
- (Based on Legislation in section 24(c), of the Occupational Health and Safety Act)

Procedure for reporting:

The above mentioned incidents; Section 24(a); (b) and (c) occurrences; should be reported immediately to the Provincial Director. It should be done by telephone, fax, or similar means of communication. They should also be reported to the Provincial Director within 7 days using the WCL 1 or WCL 2 forms.

If the injured person dies after notice the employer or user shall notify the Provincial Director of the death by fax or similar means of communication. (Based on Legislation in GAR 8, of the Occupational Health and Safety Act.)

The prescribed recording and investigation of incidents:

The employer or user should keep record of all section 24 incidents and any other incident where medical treatment or first aid is involved. This must be done in the form of the prescribed "Annexure 1" form. (Example attached to this document) Take note that records need to be kept for a period of at least three years. (Based on Legislation in GAR 9, of the Occupational Health and Safety Act.)

- The incident site may not be disturbed without the consent of an inspector in the case where a person:
- Dies
- Loss of limb or part of limb
- Likely either to die

You may however:

- Remove injured or dead
- Rescue persons from danger

This shall not apply to:

- Traffic accident on a public road
- Incident at a private household
- Accidents according to the Aviation Act

The investigation should be performed by one the following persons:

- The employer or user of machinery
- A person appointed by the employer to investigate the incident
- The health and safety representative of the work area
- A member of the health and safety committee

The investigation should officially start within a period of 7 days and finalised as soon as is reasonably practicable, or within the contracted period in the case of contracted workers. An employer must ensure that the incident (record) be examined by the health and safety committee.

Template - Statement of Incident

Category of the Incident:	Incident Register Number:
---------------------------	---------------------------

Witness Details:

I,	[Full Names]
And am <input type="checkbox"/> male <input type="checkbox"/> female	and [] years of age.
I reside at	[Full address]
My Cell no is	My email address is
I am a citizen of	<input type="checkbox"/> Identity <input type="checkbox"/> Passport <input type="checkbox"/> Work Permit Number:
I work for	[Organisation] in the [Section]
I have held the position of	and gained the work experience since:

My relevant qualification and training includes:		
Job description is: (attach copy)		
My Manager is:	My Supervisor:	My H&S Rep.

Incident Details

On the [] day [] night of	[Date] and at	[Time]
I was [] on duty [] off duty and busy with:		
When I saw / heard / felt / experienced / discovered the following:		
[Describe the chronological activities / observations prior to, during and after the incident in detail]		
• Name and details of casualties		
• Name and details of witnesses / contractors		
• Position, location, activities at the time of the incident:		
• Work instructions, permits, licenses and authority pertaining to the activity / task:		
• Nature of Injury, Danger, Death, Disability, Damage, Delays, Destruction, Disruption		
• Plant, machinery, equipment, tools, substances in use at the time		
• Assumed cause/s of the incident		
• Recommended preventative remedies.		
• Diagrams, sketches, photos and other evidence.		

- Etc.

Witness / Investigator Declaration

I declare the information in this statement is to the best of my knowledge a true and accurate representation of this incident.

[Signature Witness]

[Signature of Lead Investigator]

[Date] ___ dd ___ mmm ___ yyyy

[Signed at Place]

1.2. The legal and organisational specific requirements for an investigation into workplace incidents are explained in order to follow the prescribed requirements.

Employers must record and investigate all injuries and illnesses that occur at their workplace. There are four actions the employer is legally bound to undertake regarding all injuries and illnesses occurring at the workplace.

1. The employer must keep a record of all incidents which result in the person having received medical treatment other than first aid. This is a broader definition than the 'incidents' that employers must report to the DoL, which is described below.
2. The employer must ensure each recorded incident is investigated. The employer can appoint a person to investigate, or can designate a health and safety representative or a member of the health and safety committee to investigate. The investigation must begin within seven days and be finished in a reasonable amount of time, or before a contract worker's contract ends.
3. The record of incidents and investigation must include specific kinds of information (see Annexure 1 of the GAR). This record must include suspected causes of the incident and recommendations to prevent a reoccurrence.
4. The employer must ensure the health and safety committee examines every recorded incident, and the outcome of every investigation, at their next meeting.

1.3. The procedures to be followed when an incident occurs in the workplace are explained in order to facilitate effective management of the incident.

Incident reporting and investigation can help to make your workplace safer. An investigation should concentrate on identifying contributing factors for each incident and control measure that can be put in place to prevent similar incidents in the future

If an incident is "serious" legislation in each state requires that you preserve the incident scene and notify the regulator immediately.

Depending on the situation, you may or may not need all the steps listed below, but you should follow this outline in nearly all situations:

- 1. Get to a safe place.** Regardless of the situation, getting to a safe place after an accident will help prevent any additional accidents or injuries from occurring. This will allow you to assess the situation and proceed.
- 2. Assess the situation.** Is anyone injured? Has any property been damaged? Do you need to call 911? Answering these basic questions will determine your next steps.
- 3. Call for help .** In any case of injury, getting professional help immediately will minimize the risks of the situation and prevent injuries from getting worse. Know your limits. If anything beyond very simple first aid is required, always get EMS or other professionals involved right away.
- 4. Assist the injured .** Provide first aid where possible; stabilize those with major injuries.
- 5. Get information.** Record the details of the accident while they are fresh in your mind. Time can change the way you view the situation and your memory of it, so write down all information immediately. Get contact information from others involved whenever possible, and get insurance information where necessary.
- 6. Keep the evidence.** Never destroy potential evidence in an attempt to prevent further accidents. Always keep people away from potentially hazardous equipment, but do not discard or destroy it.
- 7. Prevent further accidents.** Following an accident, you and/or your Safety Committee should quickly take action to assess the situation to prevent any further injuries. The Safety Committee may recommend long-term changes, but always do what you can to keep others safe in the short term as well.

8. **Follow up.** File the appropriate paperwork as required by your nonprofit and your insurance company and provide any assistance necessary as requested by your Safety Committee or human resources department.

1.4. The consequences of non-compliance with legal and organisational specific requirements are explained in terms of the impact on safety, health and environment in the workplace.

Workers are not the only ones negatively affected by injuries in the workplace. The owner of a business can also face serious repercussions when one of their employees is injured, especially if it was due to some form of company negligence. It is important for business owners to know the possible repercussions they can face so they can try their best to avoid them.

1. **Financial Problems due to Workplace Injuries** - Several financial pitfalls occur when an employee is injured on the job. All of these financial issues will negatively affect the company as a whole and have a detrimental effect on the company's bottom line. The most obvious issue that arises after a workplace injury relates to worker's compensation insurance. Just like any other type of insurance, these rates can rise due to repeat accidents. This type of insurance is essential in all types of companies, so having an increase in the recurring payments can be disastrous to a business.
2. **Productivity Issues Arising from Workplace Injuries** - Another factor that can be negatively affected by an employee's injury is overall productivity within the business. Workers who are injured severely will not be able to show up for their prescheduled shifts. This means that the work that is usually performed by that employee will not get done unless another worker is called in to handle the situation. This is often difficult on the injured party's co-workers due to the fact that their plans were likely constructed around their work schedule, and this schedule can drastically change when a fellow employee is temporarily removed from the picture.

The biggest hit to productivity usually comes when an injury occurs to an employee who has a specialized skill within the company. If no one else is trained to handle their job, it will likely not get done until a new worker is trained for the position. Unfortunately, paying employees for training often causes a net loss since workers do not get as much done during their training period. This makes it

pertinent for employers to ensure that they have more than just one worker who can handle particular projects.

- 3. Legal Implications of Workplace Injuries** - Maybe one of the most disastrous effects of a workplace injury is the legal implications that the company can face. A company can, for instance, be seriously damaged if they do not carry worker's compensation insurance. This is a completely negligent act that will result in serious consequences that could include high end settlements to compensate the injured employee. Worker's compensation insurance also doesn't cover all injuries. Independent contractors, for instance, are often not covered by these policies. This is why it's so important to take proper precautions to prevent workplace injuries

2. Gather information for workplace safety, health and environment incident investigations.

SO 2: Gather information for workplace safety, health and environment incident investigations.

Learning Outcomes:

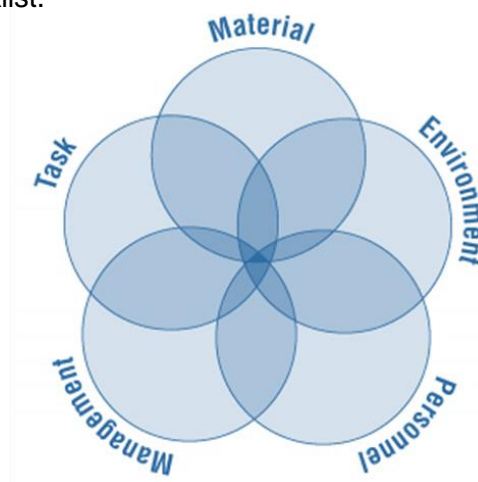
After completing this module, the learner would be able to:

1. Explain the purpose, type and extent of information required in accordance with prescribed requirements.
2. Identify and explain resources required to conduct investigations in accordance with prevailing circumstances.
3. Gather information in accordance with the prescribed procedures.
4. Explain the need for gathering accurate and relevant information about workplace incidents in terms of the impact on the quality of the investigation.

2.1. The purpose, type and extent of information required are explained in accordance with prescribed requirements.

Many models of accident causation have been proposed, ranging from Heinrich's domino theory to the sophisticated Management Oversight and Risk Tree (MORT).

The simple model shown in Figure 1 attempts to illustrate that the causes of any accident can be grouped into five categories - task, material, environment, personnel, and management. When this model is used, possible causes in each category should be investigated. Each category is examined more closely below. Remember that these are sample questions only: no attempt has been made to develop a comprehensive checklist.



Task

Here the actual work procedure being used at the time of the accident is explored. Members of the accident investigation team will look for answers to questions such as:

- Was a safe work procedure used?
- Had conditions changed to make the normal procedure unsafe?
- Were the appropriate tools and materials available?
- Were they used?
- Were safety devices working properly?
- Was lockout used when necessary?
- For most of these questions, an important follow-up question is "If not, why not?"

Material

To seek out possible causes resulting from the equipment and materials used, investigators might ask:

- Was there an equipment failure?
- What caused it to fail?
- Was the machinery poorly designed?
- Were hazardous substances involved?
- Were they clearly identified?
- Was a less hazardous alternative substance possible and available?
- Was the raw material substandard in some way?
- Should personal protective equipment (PPE) have been used?
- Was the PPE used?
- Were users of PPE properly trained?

Again, each time the answer reveals an unsafe condition, the investigator must ask why this situation was allowed to exist.

Environment

The physical environment, and especially sudden changes to that environment, are factors that need to be identified. The situation at the time of the accident is what is

important, not what the "usual" conditions were. For example, accident investigators may want to know:

- What were the weather conditions?
- Was poor housekeeping a problem?
- Was it too hot or too cold?
- Was noise a problem?
- Was there adequate light?
- Were toxic or hazardous gases, dusts, or fumes present?

Personnel

The physical and mental condition of those individuals directly involved in the event must be explored. The purpose for investigating the accident is not to establish blame against someone but the inquiry will not be complete unless personal characteristics are considered. Some factors will remain essentially constant while others may vary from day to day:

Were workers experienced in the work being done?

- Had they been adequately trained?
- Can they physically do the work?
- What was the status of their health?
- Were they tired?
- Were they under stress (work or personal)?

Management

Management holds the legal responsibility for the safety of the workplace and therefore the role of supervisors and higher management and the role or presence of management systems must always be considered in an accident investigation. Failures of management systems are often found to be direct or indirect factors in accidents. Ask questions such as:

- Were safety rules communicated to and understood by all employees?
- Were written procedures and orientation available?
- Were they being enforced?
- Was there adequate supervision?
- Were workers trained to do the work?
- Had hazards been previously identified?

- Had procedures been developed to overcome them?
- Were unsafe conditions corrected?
- Was regular maintenance of equipment carried out?
- Were regular safety inspections carried out?

This model of accident investigations provides a guide for uncovering all possible causes and reduces the likelihood of looking at facts in isolation. Some investigators may prefer to place some of the sample questions in different categories; however, the categories are not important, as long as each pertinent question is asked. Obviously there is considerable overlap between categories; this reflects the situation in real life. Again it should be emphasized that the above sample questions do not make up a complete checklist, but are examples only.

2.2. Resources required to conduct investigations are identified and selected in accordance with prevailing circumstances.

Ideally, an investigation would be conducted by someone experienced in accident causation, experienced in investigative techniques, fully knowledgeable of the work processes, procedures, persons, and industrial relations environment of a particular situation. Some jurisdictions provide guidance such as requiring that it must be conducted jointly, with both management and labour represented, or that the investigators must be knowledgeable about the work processes involved. In most cases, the supervisor should help investigate the event. Other members of the team can include:

- employees with knowledge of the work
- safety officer
- health and safety committee
- union representative, if applicable
- employees with experience in investigations
- "outside" expert
- representative from local government

What resources are needed to perform the investigation? (Staff, equipment, budget and time) Investigation tools, equipment and material include:

- investigation checklist, investigation form,
- high visibility tape, pencils, pens,
- measuring tape, clipboard,
- camera/video camera with film/tape, graph paper,
- plastic bags & envelopes, notepaper,
- flashlight, ruler

Safety Equipment:

- hard hat, eye protection,
- hearing protection, protective clothing,
- safety footwear

2.3. Information is gathered in accordance with the prescribed procedures.

The steps in accident investigation are simple: the accident investigators gather information, analyze it, draw conclusions, and make recommendations. Although the procedures are straightforward, each step can have its pitfalls. As mentioned above, an open mind is necessary in accident investigation: preconceived notions may result in some wrong paths being followed while leaving some significant facts uncovered. All possible causes should be considered. Making notes of ideas as they occur is a good practice but conclusions should not be drawn until all the information is gathered.

Physical Evidence

Before attempting to gather information, examine the site for a quick overview, take steps to preserve evidence, and identify all witnesses. In some jurisdictions, an accident site must not be disturbed without prior approval from appropriate government officials such as the coroner, inspector, or police. Physical evidence is probably the most non-controversial information available. It is also subject to rapid change or obliteration; therefore, it should be the first to be recorded. Based on your knowledge of the work process, you may want to check items such as:

- positions of injured workers
- equipment being used
- materials or chemicals being used
- safety devices in use
- position of appropriate guards
- position of controls of machinery
- damage to equipment
- housekeeping of area
- weather conditions
- lighting levels
- noise levels
- time of day

You may want to take photographs before anything is moved, both of the general area and specific items. Later careful study of these may reveal conditions or observations missed previously. Sketches of the accident scene based on measurements taken may also help in subsequent analysis and will clarify any

written reports. Broken equipment, debris, and samples of materials involved may be removed for further analysis by appropriate experts. Even if photographs are taken, written notes about the location of these items at the accident scene should be prepared.

Eyewitness Accounts

Although there may be occasions when you are unable to do so, every effort should be made to interview witnesses. In some situations witnesses may be your primary source of information because you may be called upon to investigate an accident without being able to examine the scene immediately after the event. Because witnesses may be under severe emotional stress or afraid to be completely open for fear of recrimination, interviewing witnesses is probably the hardest task facing an investigator.

Witnesses should be kept apart and interviewed as soon as possible after the accident. If witnesses have an opportunity to discuss the event among themselves, individual perceptions may be lost in the normal process of accepting a consensus view where doubt exists about the facts.

Witnesses should be interviewed alone, rather than in a group. You may decide to interview a witness at the scene of the accident where it is easier to establish the positions of each person involved and to obtain a description of the events. On the other hand, it may be preferable to carry out interviews in a quiet office where there will be fewer distractions. The decision may depend in part on the nature of the accident and the mental state of the witnesses.

Interviewing

Interviewing is an art that cannot be given justice in a brief document such as this, but a few do's and don'ts can be mentioned. The purpose of the interview is to establish an understanding with the witness and to obtain his or her own words describing the event:

DO...

- put the witness, who is probably upset, at ease
- emphasize the real reason for the investigation, to determine what happened and why

- let the witness talk, listen
- confirm that you have the statement correct
- try to sense any underlying feelings of the witness
- make short notes or ask someone else on the team to take them during the interview
- ask if it is okay to record the interview, if you are doing so
- close on a positive note

DO NOT...

- intimidate the witness
- interrupt
- prompt
- ask leading questions
- show your own emotions
- jump to conclusions
- Ask open-ended questions that cannot be answered by simply "yes" or "no". The actual questions you ask the witness will naturally vary with each accident, but there are some general questions that should be asked each time:
 - Where were you at the time of the accident?
 - What were you doing at the time?
 - What did you see, hear?
 - What were the environmental conditions (weather, light, noise, etc.) at the time?
 - What was (were) the injured worker(s) doing at the time?
 - In your opinion, what caused the accident?
 - How might similar accidents be prevented in the future?

If you were not at the scene at the time, asking questions is a straightforward approach to establishing what happened. Obviously, care must be taken to assess the credibility of any statements made in the interviews. Answers to a first few questions will generally show how well the witness could actually observe what happened.

Another technique sometimes used to determine the sequence of events is to reenact or replay them as they happened. Obviously, great care must be taken so that further injury or damage does not occur. A witness (usually the injured worker) is asked to reenact in slow motion the actions that preceded the accident.

2.4. The need for gathering accurate and relevant information about workplace incidents is explained in terms of the impact on the quality of the investigation.

At this stage of the investigation most of the facts about what happened and how it happened should be known. This has taken considerable effort to accomplish but it represents only the first half of the objective. Now comes the key question--why did it happen? To prevent recurrences of similar accidents, the investigators must find all possible answers to this question.

You have kept an open mind to all possibilities and looked for all pertinent facts. There may still be gaps in your understanding of the sequence of events that resulted in the accident. You may need to re-interview some witnesses to fill these gaps in your knowledge.

When your analysis is complete, write down a step-by-step account of what happened (your conclusions) working back from the moment of the accident, listing all possible causes at each step. This is not extra work: it is a draft for part of the final report. Each conclusion should be checked to see if:

- it is supported by evidence
- the evidence is direct (physical or documentary) or based on eyewitness accounts, or
- the evidence is based on assumption.
- This list serves as a final check on discrepancies that should be explained or eliminated.

3. Conduct post-investigation activities.

SO 3: Conduct post-investigation activities.

Learning Outcomes:

After completing this module, the learner would be able to:

1. Complete reports in the required formats in accordance with prescribed requirements.
2. Submit and communicate reports to relevant designated persons in accordance with prescribed requirements.
3. Process physical evidence gathered during the investigation according to prescribed requirements.
4. Process resources used during investigations according to specified requirements.

3.1. Reports are completed in the required formats in accordance with prescribed requirements.

Based on Legislation in Section 24(c), of the Occupational Health and Safety Act.

General Administrative Regulation 8(3) similarly stipulates that whenever an incident arising out of or in connection with the activities of persons at work occur to persons other than employees, the employer must notify the provincial director of the occurrence.

The last-mentioned report must contain the following information:

- a. the name of the injured person;
- b. the address of the injured person;
- c. the name of the user, employer or self-employed person;
- d. the address of the user, employer or self-employed person;
- e. the telephone number of the user, employer or self-employed person;
- f. the name of a contact person;
- g. the details of the incident
- h. What happened;
- i. where it happened (place);
- j. when it happened (date and time);
- k. how it happened;
- l. why it happened; and
- m. the names of witnesses.

3.2. Reports are submitted and communicated to relevant designated persons in accordance with prescribed requirements.

The General Administrative Regulations as contained in the OHS Act provides guidelines in this regard. GAR 8(1)(b) stipulates that the employer shall, without delay report these incidents by telephone, facsimile or similar means of communication to the provincial director. It would however be advisable to keep a copy of the report as prove that the incident was reported to the director. If an injured person dies after notification, the employer or user must notify the Director of the death.

The contact details of the Provincial Director are provided in the GAR 1 and are as follows:

- a. Provincial Director: Eastern Cape, DoL, Private Bag X9005, East London, 5200;
- b. Provincial Director: Free State, DoL, P.O. Box 522, Bloemfontein, 9300;
- c. Gauteng in the Magisterial Districts of:
 - Benoni, Bronkhorstspuit, Cullinan, Krugersdorp, Nigel, Pretoria, Randfontein, Soshanguve 1, Soshanguve 2, Springs and Wonderboom, means the Provincial Director: Gauteng North, DoL, P. O. Box 393, Pretoria, 0001; or
 - Alberton, Boksburg, Brakpan, Germiston, Heidelberg, Johannesburg, Kemptonpark, Oberholzer, Randburg, Roodepoort, Vanderbijlpark, Vereeniging and Westonaria, means the Provincial Director: Gauteng South, DoL, P. O. Box 4560, Johannesburg, 2000;
- d. Provincial Director: KwaZulu-Natal, DoL, P. O. Box 940, Durban, 4000;
- e. Provincial Director: Mpumalanga, DoL, Private Bag X7263, Witbank, 1035;
- f. Provincial Director: Northern Cape, DoL, Private Bag X5102, Kimberley, 8300;
- g. Provincial Director: Limpopo, DoL, Private Bag X9368, Pietersburg, 0700;\
- h. Provincial Director: North West, DoL, Private Bag X1, Buhrmansdrif, 2867; or
- i. Provincial Director: Western Cape, DoL, P. O. Box 872, Cape Town, 8000,

3.3. Physical evidence gathered during the investigation is processed according to prescribed requirements.

Collecting evidence/samples will be one of the first steps in an incident investigation. Once you have collected evidence, you will need to examine it closely in order to draw conclusions about what happened. This may involve sending the evidence to an expert for analysis (e.g. engineer, health professional, manufacturer) Physical

evidence found at the scene is usually more reliable than evidence obtained from your witnesses. Ensure to:

- Examine all physical evidence thoroughly (e.g. condition of the equipment)
- Have equipment tested for malfunction by qualified personnel
- Obtain the relevant specs for the equipment
- Review written documentation (e.g. MSDS, Manufacturer's specs). Broken equipment, debris, and samples of materials involved may be removed for further analysis by appropriate experts. Make notes which will identify exactly where these items came from.

3.4. Resources used during investigations are processed according to specified requirements.

What resources are needed to perform the investigation? (Staff, equipment, budget and time)

1. Investigation Kit:
 - investigation checklist, investigation form,
 - high visibility tape, pencils, pens,
 - measuring tape, clipboard,
 - camera/video camera with film/tape, graph paper,
 - plastic bags & envelopes, notepaper,
 - flashlight, ruler
2. Safety Equipment:
 - hard hat, eye protection,
 - hearing protection, protective clothing, safety footwear
3. What will be the deliverable (output)?
 - internal report to Labour department,
 - communication to the media, workers, union, associations, legal obligations

4. LEARNER GUIDELINES WHEN INVESTIGATION INCIDENTS.

1. Name of employer.
2. Name of affected person.
3. Identity number of affected person.
4. Date of incident.
5. Time of incident.
6. Part of body affected.

WHAT PART OF THE BODY WAS AFFECTED?

- Ankle Arm lower Arm upper Armpit Back Bones Breast Buttocks Calf Cheek
 Chin Ear Elbow Eye Eyebrow Eyelid Face Finger Foot Forearm Forehead
 Gum Hand Head Heel Hip Jaw Knee Knuckle Leg lower Leg upper Lip
 Mouth Muscle Nail Neck Nose Chest Palm Rib Sexual organ Shin Shoulder
 Skin Stomach Thigh Throat Thumb Toe Tongue Tooth Waist Wrist **OTHER**

7. Effect on person sprains or strains.
Summary:
8. Expected period of disablement.
9. Description of occupational disease.

IF IT IS AN OCCUPATIONAL DISEASE OR DISORDER, WHAT DID IT STEM FROM?

- Pneumoconiosis-Fibrosis Parenchyma of the Lung Pleural Thickening Bronchopulmonary Disease
 Byssinosis Occupational Asthma Allergic Alveolitis Erosion of the Tissues of the Oral Cavity or Nasal Cavity
 Dysbarism, Including Decompression Sickness, Barotrauma or Osteonecrosis Allergic or Irritant Contact Dermatitis Mesothelioma of the Pleura or Peritoneum
 Malignancy of the Lung, Skin, Larynx, Mouth Cavity or Bladder Malignancy of the Mucous Membrane or the Nose or Air Sinuses
 Malignancy of the Lung Angiosarcoma of the Liver Malignancy of the Bladder Leukaemia Tuberculosis of the Lung Brucellosis Anthrax Q-Fever
 Bovine Tuberculosis Hearing Impairment Hand-Arm Vibration Syndrome (Raynaud's Phenomenon) Overstraining of Muscular Tendonous Insertions Other

9. Summary:
10. Machine/process involved/type of work performed/exposure**.

10. Summary:
11. Was the incident reported to the Compensation Commissioner and Provincial Director?
12. Was the incident reported to the police? *
13. SAPS office and reference.

B. Investigation of the Above Incident by a Person Designated Thereto.

1. Name of Investigator.
2. Date of investigation.
3. Designation of Investigator.
4. Short description of incident.

WHAT WERE THE ELEMENTS INVOLVED, THE INCIDENT IE – (CAUGHT BETWEEN, COLLAPSE)?

- Bite Sting Caught In Caught By Caught Between Collapse Crushed Buried Engulfed Crash Collisions Impact Cuts Laceration Amputation Electrocution Explosion Falls From Falls To Slip Trip Fire Incineration Flood Sunk Deluge Hyperthermia Hypothermia Involuntary Intoxication Overexertion Strains Radiation Poisoning Contamination Allergic Reaction Rupture Spill Emissions Pollution Leak Struck Against Struck By Suffocation Inhalation Other

4. Summary:
5. Suspected cause of incident.

WHAT WERE THE UNSAFE ACTS? (Leading up to the incident could have been caused by an inappropriate....):

- MINDSET / ATTITUDE** Assistance or advice not sought Being over confident Fail to engage with the supervisor Flawed decision making Emotional or mental distractions Pre-task risk assessment overlooked Underestimating the task or team **CONDUCT** Distracting or quarrelling Fooling around Misbehaviour Taking shortcuts **OBSERVATION** Neglect to monitor and observe v Operating without authority, permission or permits **HANDLING** Improper lifting, manual handling Loading or placement Stacking and storing **PLANT, TOOLS AND EQUIPMENT** Incorrect use Operating at improper speed Performing “unprofessional” repairs Servicing

equipment in motion Using defective equipment **POSITION** Taking up an improper position or posture PPE Incorrect use or lack of PPE **WORK PERMIT** Permit not obtained Rules and procedure not followed **SAFETY DEVICES** By-passed, removed or made ineffective **SECURE** Failure to secure or lock-out Failure to place barriers **TRAINING** Operating without training Starting with incomplete instructions **TRANSPORT** Motorised transport abuse **WARNINGS** Failure to place warning signs **OTHER**

WERE THERE ANY CONTRIBUTING FACTORS? (Incident could have been caused by the absence, defective, excessive, exposure, failure, inadequate, lack, poor, substandard or unsuitably of....):

AUTHORITY Permits Scope of work Accountability **HUMAN FACTOR** Abuse or Misuse Attitude Behaviour Boredom Commitment Distraction Exhaustion Fitness Haste Judgement Mental Substance abuse **COMMUNICATION** Awareness Capacity Competence Comprehension Information Misunderstanding Orientation Supervision Training Understanding **MANAGEMENT** Alarms Buddy System Control measures Discipline Engineering HIRA Housekeeping Inspections Labelling Maintenance Planning Preparation v Priorities Purchasing Quality Selection and placement Shifts Tools Plant and equipment Wear and Tear **PROCEDURES** Instructions MSDS Policies procedures Rules Standards Other

WERE THERE ANY UNSAFE CONDITIONS? (leading up to the incident could have been caused by the absence, defective, excessive, exposure, failure, inadequate, lack, poor, substandard or unsuitably of....):

Atmosphere Confined Spaces Congestion Overcrowding Diseases Excavations Shafts Openings Underground Guards Rails Supports Barriers Heights Aloft Housekeeping Lighting Noise Personal Protective Equipment Platforms Scaffolding Structures Repetitive Motion Storage Supervisory Control Tools Plant Equipment Ventilation Warning Signs Devices SYSTEMS Weather Work Procedure Instructions Other

WHAT THERE ANY EXPOSURE?

The disease could have been caused by exposure to:

BIOLOGICAL Bacteria Fungi Parasitic Virus **CHEMICALS** Dusts Fibres Fumes Gases Liquids Mists Smoke Solids Vapour **ERGONOMIC** Lifting Musculoskeletal Posture Repetitive motion Stretching **PHYSICAL** Electromagnetism Lighting Noise Radiation Temperature Vibration **PSYCHOSOCIAL** Behavioural Fatigue Mental Stress Workload **OTHER**

5. Summary:

WHAT DO YOU RECOMMEND TO PREVENT A REOCCURRENCE?

Repetition of incidents of this nature can be mitigated or eliminated by:

- Remove the Danger, Hazard and Risk Replace Redesign the Layout, Plant, Machine or Process Regulate Educate Supervise Issue PPE and PPC Other

6. Summary:

C. Action Taken by Employer to Prevent the Recurrence of a Similar Incident.

WHAT ARE YOUR EMPLOYERS RECOMMENDATIONS OR ACTIONS? Repetition of incidents of this nature can be mitigated or eliminated by:

- Remove the Danger, Hazard and Risk Replace Redesign the Layout, Plant, Machine or Process Regulate Educate Supervise Issue PPE and PPC Other

1. Signature of employer.

2. Date.

D. REMARKS BY HEALTH & SAFETY COMMITTEE.

1. Remarks.

2. Signature of Chairperson of Health & Safety Committee.

3. Date