

DIG DEEP TO GET THE CAUSE ID# _____

Complete to uncover the root cause of incidents and accidents. Review the possible corrective actions and add your own plan.

PART 1 - Equipment

	Cause	Possible Corrective Actions	Your Plan
<input type="checkbox"/>	1.1 Defect in equipment, tools or material contributed to hazardous conditions.	Review procedures to inspect, report, maintain, repair, replace, and recall defective equipment.	
<input type="checkbox"/>	1.2 Hazardous condition was recognized but not reported.	<ul style="list-style-type: none"> • Train employees and stress individual accountability. • Review job procedures for hazard recognition and avoidance. 	
<input type="checkbox"/>	1.3 The incorrect equipment, tool or material was used.	Specify correct equipment, tool or material in job procedures and make sure the right tools are readily available.	
<input type="checkbox"/>	1.4 Equipment/tool design created operator stress or encouraged error.	Alter equipment/tools to conform with human capabilities and limitations.	
<input type="checkbox"/>	1.5 Appropriate PPE for task was NOT specified.	Review methods to specify PPE requirements.	
<input type="checkbox"/>	1.6 PPE inadequate for job performed.	Review PPE requirements, standards, specs and certifications.	
<input type="checkbox"/>	1.7 PPE used improperly when injury occurred.	<ul style="list-style-type: none"> • Implement procedures to monitor and enforce use of PPE. • Make sure PPE is the proper fit. 	
<input type="checkbox"/>	1.8 Employees didn't know where to obtain equipment, tools or material required for the job.	<ul style="list-style-type: none"> • Review procedures for storage, access, delivery or distribution. • Review training procedures. 	

PART 2 - Environmental and Task System

	Cause	Possible Corrective Actions	Your Plan
<input type="checkbox"/>	2.1 Location of equipment, material or employees was a contributing factor.	<ul style="list-style-type: none"> • Perform job safety analysis and review, improve procedures. • Change equipment layout and employee position. • Provide guardrails, barricades, signals, etc. • Train employees in observation and risk assessment. 	
<input type="checkbox"/>	2.2 Employee was NOT supposed to be in the vicinity of the equipment or material.	<ul style="list-style-type: none"> • Investigate why the employee was in the vicinity of the equipment. • Review job procedure. • Redesign the equipment to prevent access to hazards. 	

<input type="checkbox"/>	2.3	The workspace was insufficient.	Review workspace requirements and modify requirements.	
<input type="checkbox"/>	2.4	Conditions contributed to incident (lighting, noise, vibration, air contamination, etc.)	Monitor environmental conditions as required. Check results against acceptable levels. Initiate action for those found unacceptable.	
<input type="checkbox"/>	2.5	Tasks difficult to perform (excessive concentration, physical demands, etc.)	Perform job safety analysis, change design and procedures.	
<input type="checkbox"/>	2.6	System requires deviation from procedures to complete the task	Perform job safety analysis, change design and procedures.	

PART 3 - Organizational Factors

Cause		Possible Corrective Actions	Your Plan
<input type="checkbox"/>	3.1	Inspection procedure not in place to detect hazardous conditions.	Develop and adopt procedure to detect hazardous conditions. Conduct tests regularly.
<input type="checkbox"/>	3.2	Existing inspection procedure did not detect hazardous conditions.	<ul style="list-style-type: none"> Review and improve procedures. Train employee in observation and risk assessment. Include inspection completions in performance metrics.
<input type="checkbox"/>	3.3	Poorly written or nonexistent procedures.	Perform job safety analysis and develop or improve job procedures. Train and verify understanding.
<input type="checkbox"/>	3.4	Supervisor safety activities are not measured with performance.	Incorporate safety metrics into supervisor performance reviews.
<input type="checkbox"/>	3.5	Adherence to safety procedures conflict with production demands.	Review production metrics and staffing.
<input type="checkbox"/>	3.6	Procedure compliance relied primarily on training or reminders.	<ul style="list-style-type: none"> Hold supervisors accountable for enforcing proper procedures. Implement regular formal observations.
<input type="checkbox"/>	3.7	Lack of enforcement and accountability.	<ul style="list-style-type: none"> Define clear expectations and consequences. Train supervisors on fair, consistent enforcement. Address unsafe acts and conditions at the same time.
<input type="checkbox"/>	3.8	Weak safety leadership and culture.	<ul style="list-style-type: none"> Increase leadership presence in the field. Require participation in safety walks and incident reviews. Communicate learning from incidents and near misses. Encourage reporting without blame.

PART 4 - Human System Integration & Role Clarity

Cause		Possible Corrective Actions	Your Plan
<input type="checkbox"/>	4.1 Affected employees NOT mentally / physically capable of performing job.	Review employee requirements for job and improve selection. Remove or transfer employees incapable of performing job (mentally or physically).	
<input type="checkbox"/>	4.2 Inadequate task-specific training or qualification.	<ul style="list-style-type: none"> Establish task-specific qualification standards. Verify competence through observation and demonstration. Provide refresher training after changes or incidents. Pair new or reassigned employees with qualified mentors. 	
<input type="checkbox"/>	4.3 Unclear roles, responsibilities, or authority.	<ul style="list-style-type: none"> Clearly define roles and responsibilities by task. Establish and communicate stop-work authority. Clarify handoffs between departments or shifts. Reinforce expectations through supervision and documentation. 	
<input type="checkbox"/>	4.4 Excessive workload, fatigue, or time pressure.	<ul style="list-style-type: none"> Review staffing levels and task duration. Adjust schedules to manage fatigue. Ensure adequate breaks and job rotation. Align productivity expectations with safe performance limits. 	
<input type="checkbox"/>	4.5 Poor Human-Machine or Human Task-Interface.	<ul style="list-style-type: none"> Apply ergonomics and human factors principles. Redesign controls, labels, and workflows. Involve end users in equipment selection and layout. Reduce reliance on memory or complex decision making. 	
<input type="checkbox"/>	4.6 Employee was assigned tasks outside their role or training.	<ul style="list-style-type: none"> Enforce task authorization and qualification requirements. Prohibit informal reassignment without training. Cross-train deliberately, not reactively. Audit tasks being performed vs. job descriptions. 	
<input type="checkbox"/>	4.7 Lack of supervision or guidance during high-risk tasks.	<ul style="list-style-type: none"> Define supervisory expectations for high-risk work. Require presence or check-ins for critical tasks. Train supervisors in coaching and hazard anticipation. Use pre-task planning and briefings. 	
<input type="checkbox"/>	4.8 Communication breakdowns.	<ul style="list-style-type: none"> Standardize pre-job briefings and handoffs. Use plain language and visual aids. Confirm understanding through feedback or repetition. Adjust communication methods to workforce needs. 	