

Guide to learn from accidents

Enterprise:

Name of injured party:

Place of accident:

Date and time:

EASY no.:

Describe the event

What was the employee working on at the time of the accident?

For example, transporting pallets, hoisting concrete elements, serving at a citizen service centre.

What sudden event led to the accident?

E.g. the employee lost control of the pallet truck which then burst a hydraulic hose, or a citizen was angry.

What caused the injury to the employee?

E.g. the employee was hit by a truck, struck by a falling object or hit/threatened by a citizen.

STEP 1: Physical factors causing the accident

■ 1. Organisation of the work site

- Did the site lack space or lighting?
- Did the employee or others have an inadequate view across the work site?
- Was there inadequate buttressing, shielding or fencing?
- Were there inadequate warning alarms or escape routes?
- Other:

Your notes:

■ 2. Traffic and transport

- Was it unclear where traffic would move?
- Was the floor/floor surface in poor condition?
- Did the employee have a restricted view?
- Was the employee or others speeding?
- Were the traffic/access regulations of the enterprise violated?
- Other:

Your notes:

■ 3. People (or animals)

- Was the accident caused by violent or threatening person(s)?
- Was the accident caused by persons under the influence of medication, alcohol, or who felt that they had been treated unfairly?
- Was the accident caused by persons using weapons or other dangerous objects?
- Was the accident caused by persons or animals making sudden movements?
- Was the accident caused by persons who are physically or mentally disabled?
- Other:

Your notes:

■ 4. Handling objects

- Was the accident caused by lifting, pushing or carrying objects?
(Objects may also be people who remain passive)
- Did the shape or weight of the object influence the accident?
- Was the object handled in a poor working posture?
- Was the object inappropriately placed?
- Other:

Your notes:

■ 5. Chemical or biological substances

- Was the accident caused by skin contact, eye contact, inhalation, ingestion?
- Were substances and materials placed and stored inappropriately?
- Was the substance or material handled inappropriately?
- Other:

Your notes:

■ 6. Clutter and disorder

- Was the accident caused by someone tripping over an object?
- Was the accident caused by a slippery surface?
- Was the employee holding something in his or her hands which made it difficult to see where he or she was going?
- Did the employee have the proper technical equipment available or was the equipment impossible to use?
- Other:

Your notes:

■ 7. Lack of maintenance of technical aids and machinery

- Were technical aids/machinery defective or impaired due to wear and corrosion?
- Was the failure caused by lack of cleaning or maintenance?
- Did the accident occur when the technical equipment/machinery was being repaired, maintained or cleaned?
- Other:

Your notes:

■ 8. Technical equipment or machinery

- Was the technical equipment/machinery unsuitable for the job?
- Was the technical equipment/machinery inappropriately designed?
- Was the accident caused by an error in controlling or programming?
- Was the accident caused by wrongful service of the technical equipment/machinery?
- Other:

Your notes:

STEP 2: Planning and personal factors which contributed to the physical problems

■ 9. Other concerns than safety

- Was safety not prioritised due to considerations for production, time, service, quality, training, care, ethics or similar ?
- Was the employee interrupted or distracted by other incidents/tasks being carried out simultaneously?
- Could the injured employee or person causing the injury "gain" something from running a risk?
- Other:

Your notes:

■ 10. Conditions in surroundings

- Was the accident caused by noise which drowned out any signals of danger?
- Was the accident caused by blinding light?
- Was the accident caused by strong wind or cold?
- Other:

Your notes:

■ 11. Insufficient planning of work

- Did a lack of knowledge about the work mean that it was not planned with safety in mind?
- Were there challenges, for example changes in weather conditions and unanticipated malfunctions which had not been accounted for?
- Were considerations for possible challenges neglected, such as changes in the functional level and behavioural pattern of a citizen?
- Was the accident caused by the wrong technical equipment/protective equipment for the task?
- Was the accident caused by a lack of time, resources and support/help?
- Was the accident caused by the sequence or timing of the work?
- Other:

Your notes:

■ 12. Insufficient qualifications

- Did the employee lack sufficient knowledge about the task and was this what caused the accident?
- Was a lack of relevant training of the employee a contributing factor to the accident?
- Was the accident caused by a lack of routine?
- Other:

Your notes:

■ **13. Insufficient knowledge about safety**

- Was the accident caused by a lack of knowledge about what may go wrong with the task?
- Was the accident caused by a lack of knowledge about how to do the job?
- Did the accident occur because the employee did not use his or her knowledge about the job to be carried out?
- Other:

Your notes:

■ **14. Human conditions**

- Did an incorrect assessment of the situation by the employee contribute to the accident?
- Did unexpected actions by other persons influence the accident?
- Did communication failure with others contribute to the accident?
- Was the employee tired, inattentive or weakened from previous injuries/burnout, etc.
- Other:

Your notes:

■ **15. Insufficient personal safety equipment**

- Did the employee use the wrong equipment?
- Was the accident caused by the employee's wrong use of the equipment?
- Was the accident caused by an error in the safety equipment?
- Other:

Your notes:

STEP 3: Prevention of similar accidents

Could this accident happen again in the same place or other places at the enterprise?

Efforts for a safer working environment:

Physical conditions

Planning

Personal conditions