

Injured Person: _____ Date of Injury: _____ Date of Meeting: _____

Description of Injury: _____

Root Cause Analysis (Five Why's - Keep Asking Why)

1. Why did the incident happen?: _____

2. Why?: _____

3. Why?: _____

4. Why?: _____

5. Why?: _____

Prevention: How could this be prevented? (policy, enforcement, training, etc.)

1. _____

2. _____

3. _____

4. _____

Corrective Actions: (who, what, and when)

1. Elimination - Eliminate hazards through equipment redesign, enclosure, replacement, substitution, etc.
2. Engineering Controls - Reduce hazards through equipment redesign, enclosure, replacement, substitution, etc.
3. Administrative Controls - Eliminate/ reduce frequency and duration of exposure through (1) changes of work procedures and practices, and/or (2) scheduling, job rotation, breaks, etc. 3) Training 4) Additional Training
4. PPE - for personal use that presents a barrier between worker and hazard.

#	Corrective Action	Assigned to	Due Date
1			
2			
3			
4			