



## PROCEDURES FOR INJURY/INCIDENT/HAZARD REPORT FORM

### BASIC CAUSE DEFINITIONS

The “**Basic Cause**” of an incident is a cause that, when corrected, would result in long-term prevention of similar incidents. For example, the floor is oily because an overhead valve leaks oil onto the floor below. The Basic Cause is the inadequate inspection and maintenance program.

There are considered to be nine dominant Basic Causes **and in most cases more than one applies**. It is the Basic Cause that we must address, as it relates to the entire system, not just one specific incident.

#### **Lack of Knowledge (Training)**

- A person doesn't have the knowledge to safely perform the job.
- The person could not perform the task safely if his/her life depended on it
- If questioned, the person could not tell you how to safely perform the task

#### **Employee Placement**

The person placed on the job:

- Has a physical deficiency (bad eyesight, weak back, etc.)
- Is not physically capable of performing the job safely (small stature, out of shape, etc.)

#### **Not Enforcing Safe Work Practices**

Established safe work practices are not followed because:

- They lack credibility (e.g. they are inconsistent, unrealistic, unclear, etc.)
- It is believed that they conflict with other company goals (e.g. production)
- The method used (although a violation of safe work practices) is the normal, accepted practice

#### **Engineering**

The system is such that it:

- Requires extra effort to be safe
- Contains built-in hazards (e.g. nip points, etc.)
- Doesn't safely meet job requirements

#### **Inadequate Personal Protective Equipment (PPE)**

- Personal protective equipment is not provided
- The equipment selected is not adequate to protect against the hazards

#### **Inadequate Inspection/Maintenance Systems**

Systems are not:

- Established to ensure that critical items are inspected and maintained
- Being followed due to inadequate tracking systems

#### **Purchasing Inadequate/Inferior Equipment**

Equipment is purchased that:

- Lacks safety features (e.g. railings, guarding, etc.)
- Is inadequate to safely meet job requirements (e.g. does not meet Australian Standards)

#### **Inadequate Feedback System**

- The person's behaviour was motivated by the perception that management recognition, peer acceptance, saving time, etc. is more important than performing the job safely
- Insufficient or no feedback is given regarding actual versus expected safety performance

#### **Unsafe Method**

- Established or accepted safe work practices prove to be unsafe
- A newly developed safe work practice proves to be unsafe