

Tip Sheet

A series of health and safety tips to prevent work-related injuries in the trucking industry



Incident Investigation Checklist

Ask why? Use the categories below to get started. Keep asking why until you find the source of the incident.

Equipment

- Tractor
- Trailer
- Liftgate
- Pallet jack
- Hand truck
- Other _____

Comments on equipment:

Did the equipment contribute to the incident through a failure, lack of feature or lack of maintenance?

Environment

- Light
- Dark
- Wet
- Heat
- Cold weather or ice
- Uneven ground
- Indoors
- Outside
- Visibility (fog or shadows)
- Windy
- Other _____

Comments on environment:

Did the environment contribute to the incident?

Employee

- Are there written procedures for the task to be accomplished, if so, was the employee provided training?
- Is the employee physically capable of carrying out the tasks?
- Did the employee wear the appropriate personal protective equipment (PPE)?
- Is enough time allowed for workers to do their tasks correctly and safely so that they aren't tempted to take shortcuts?

Comments on employee:

Management

- Is management trained in hazard recognition?
- Did management anticipate the hazard and the risk?
- Was management aware that a deviation from safety procedures might occur and take steps to prevent it?
- Is management's role in hazard recognition and corrective action clearly defined and assigned?

Comments on management:

Other issues noted:

Root Cause (Source) of Incident: *Ultimately, what conditions could have been changed to prevent the incident?*



Next Steps

General Category	Specific Task	Owner of Task	Date Completed
Repair or replace equipment			
Develop environmental solution (for example: correct lighting, develop process to sand yard during icy conditions)			
Train employees			
Train management			

Signature _____ Date _____

www.KeepTruckingSafe.org

Publication No. 90-81b-2011 Companion document 90-81a-2011 *How to investigate an incident.*
December 2011

SHARP Program, Dept. of Labor & Industries
Phone: 1-888-667-4277
E-mail: TruckingNews@KeepTruckingSafe.org

Produced by the Trucking Injury Reduction Emphasis (TIRES) Project with funding in part from CDC/NIOSH grant U60 OH008487.