**Guide to learn from accidents** – (editable)

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**

Øverst på formularen

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