**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**

[ ] [ ]  [ ]  [ ]  [ ]  [ ]  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