



The Rockwood Casualty Loss Control Team would like to share monthly tips on safety subjects.

This month's topic is Ladder Safety.

Any questions, please contact SafetySolutions@rockwoodcasualty.com



March is National Ladder Safety Month

The Centers for Disease Control and Prevention (CDC) estimates that 20% of fall injuries involve a ladder. The OSHA Ladder Standard ([29 CFR 1910.23](#)) has specific requirements which apply to all ladders used in General Industry with few exceptions. It discusses:

- Three points of contact when ascending or descending a ladder,
- Design specifications for rungs and steps used on ladders,
- General requirements for ladders,
- Portable ladder requirements,
- Fixed ladder requirements,
- Duty to have fall protection,
- Mobile ladder stands and platforms,
- Other topics.



Mobile App

The Centers for Disease Control and Prevention (CDC) / National Institute for Occupational Safety and Health (NIOSH) has developed a Ladder Safety App: (<https://www.cdc.gov/niosh/topics/falls/mobileapp.html>)

It is available for mobile devices and features a multimodal indicator and a graphic-oriented guide for ladder selection, inspection, positioning, accessorizing and safe use. The app is available in English and Spanish and can be downloaded for both iOS and Android users.



Rockwood Casualty Resources

Streamery is Rockwood Casualty's online safety video streaming platform available to our insured for unlimited use. If you do not have access, contact safetyolutions@rockwoodcasualty.com. If you are already signed up, use this 10-minute ladder safety video to assist with training in your company. SKU# 2378 or 2378-S (for Spanish), "A Practical Approach to Ladder Safety – Concise."

Use the attached Ladder Safety Program Template, Ladder Safety Sign or Ladder Safety Toolbox Talk to increase safety in your workplace.

We can also send you ladder safety stickers upon request.



Additional Articles and OSHA Links

Read this article in Health & Safety Magazine on "[7 Tips for Safe Use of Ladders.](#)"

Link to [OSHA Portable Ladder Safety Quickcard](#)

Link to [OSHA FactSheet on Extension Ladders](#)



Toolbox Safety Talks

Ladders

- 1) What are the hazards/injuries involved with ladders?
 - a. Falls resulting in serious injuries and possibly death
- 2) What hazards should be recognized?
 - a. Condition
 - b. Rating
 - c. Setup angle
 - d. Tie-off's
 - e. Footing
- 3) What safe practices should be used when working on ladders?
 - a. Ladders must extend sufficiently beyond working platforms
 - b. Ladders must not be painted (this hides defects), should be stored correctly, and be subject to regular inspection
 - c. Only industrial class ladders should be used
 - d. Ladders must be suitable angled (1 foot out for every 4 feet up) and suitably secured
 - e. Never take serviceability for granted, always carry out a visual check prior to use
 - f. Never perform home made repairs on a ladder, and never use a ladder with existing home made repairs, and never use a home made ladder
 - g. Always stand ladders on a firm base
 - h. Never use rungs as a support for planks, or rest rungs on planks
 - i. Remove excessive mud, grease, etc., from footwear prior to climbing/descending a ladder
 - j. Always use the "Three Points of Contact" rule when climbing or descending
 - k. Do not carry loads up ladders – use hoists or alternatives
 - l. Never over reach from ladders – get down and move them
 - m. Beware of overhead obstructions, especially overhead power lines
- 4) What is our procedure for taking a broken ladder out of service?
- 5) What is the condition of our ladders? Do any need replaced or repaired?
- 6) Can someone demonstrate the "Three points of Contact Rule"?
- 7) Has anyone had an incident or near miss while using a ladder?



Rockwood Casualty Insurance Company (Rockwood) may provide safety management services to its insureds in order to reduce the risk of loss that may lead to insurance claims. The information and advice we provide is not intended to include all possible safety measures and controls. Rockwood does not warrant that losses and claims will be avoided or mitigated if our recommendations are followed. The safety management services we provide do not relieve the insured of its own duties and obligations with regard to safety matters, nor does Rockwood guarantee to the insured or others that the insured's property and/or operations are safe, healthful, or in compliance with applicable laws, regulations or standards. The insured remains responsible for its own operations, safety practices and procedures and should consult with legal counsel and safety professionals, of its own choosing, as it deems appropriate.



Toolbox Safety Talks

Ladders

Date Presented: _____

Presented By: _____

Attendance Sheet



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CHANCE TAKERS

ARE ACCIDENT MAKERS



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Safety Tip #630

[Company name]

Portable Ladder Safety Plan

Plan last updated: [date]

Authority and Scope

This Plan is authorized by **[name]**.

Regulation: Ladders (29 CFR 1910.23) **[Replace with state regulations if applicable.]**

Scope: This Plan applies to all **[name]** employees and contracted employees in all areas where ladders are in use.

Policy Statement

It is the policy of this organization to prevent injuries to all employees and ensure their safety at work. We will evaluate all slip, trip, and fall hazards related to the use of portable ladders and implement procedures and communication programs to protect workers from injury. All portable ladders will be provided and maintained free of slip, trip, and fall hazards that could result in injury to workers and visitors.

Plan Administration

Function	Name/Department	Phone
Plan Administrator		
Competent Person		
Supervisor		

Plan Administrator. The Administrator will:

- Ensure compliance with safety and health regulations and policies for portable ladders.
- Develop, implement, and periodically evaluate the effectiveness of this Plan.
- Enforce all safety policies and procedures in the Plan.
- Ensure that all personnel who use portable ladders are trained in safe work practices.

Qualified person. The competent person will conduct periodic inspections, surveys, and analyses of slip, trip, and fall hazards for all portable ladders.

Supervisors. Supervisors will:

- Periodically inspect for slip and fall hazards related to portable ladders, and continually conduct safety checks of work operations.
- Enforce all safety policies and procedures in this Plan.
- Take defective ladders out of service.

Employees. All employees will:

- Follow the procedures of this Plan and the instructions of their supervisor.
- Report any unsafe or hazardous conditions or acts that may cause injury to either them or any other employees.
- Properly care for and use portable ladders according to the procedures in this Plan and manufacturer's instructions
- Avoid activities that could result in personal injury or injury to others.

Plan Review and Update

This Plan will be reviewed annually by all supervisors to insure the program's effectiveness and changed or updated as needed.

Definitions

Extension ladder means a non-self-supporting ladder that is adjustable in length.

Fixed ladder means a ladder that is permanently attached to a structure, building, or equipment.

Handrail means a rail used to provide employees with a handhold for support.

Maximum intended load means the total load (weight and force) of all employees, equipment, tools, materials, and other loads that could reasonably be anticipated to be applied to a walking-working surface (such as a ladder) at any one time.

Portable ladder means a ladder that can be readily moved or carried.

Qualified person means a person who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience has successfully demonstrated the ability to solve or resolve problems relating to the subject matter (in this application, portable ladder safety).

Rung, step, or cleat means the crosspiece of a ladder on which an employee steps to climb up and down.

Stepladder means a self-supporting portable ladder, nonadjustable in length, having flat steps and a hinged back.

Stepstool means a self-supporting, portable ladder that has flat steps and side rails, a fixed height, no pail shelf, and does not exceed 32 inches in overall height to the top cap. A stepstool is designed so that an employee can stand on all of the steps and the top cap.

Walking-working surface means any horizontal or vertical surface on or through which an employee walks, works, or gains access to a work area or workplace location.

Hazard Assessment

The qualified person will conduct a job hazard analysis (JHA) or assessment of areas where portable ladders are used for potential slip, fall, electrocution, and other hazards.

The qualified person will consider all possible ladder-related hazards, including:

- Slipping of the ladder base
- Slips and falls while climbing or working from a ladder
- Tipping sideways
- Excessive loading
- Damage to ladders and components
- Electrical power lines
- Heat sources
- Slippery floors
- Uneven or unstable surfaces
- Obstructions
- Pedestrian or vehicle traffic

Ladder Specifications

Design and Construction Requirements

The following design and construction specifications apply to all portable ladders:

- Ladder rungs, steps, and cleats, except for those on stepstools, must be spaced not less than 10 in. (25 cm) and not more than 14 in. (36 cm) apart, as measured between the centerlines of the rungs, cleats, and steps.
- Steps on stepstools must be spaced not less than 8 in. (20 cm) and not more than 12 in. (30 cm) apart.
- Ladder rungs, steps, and cleats, except for those on stepstools, must have a minimum clear width of 11.5 in. (29 cm).
- Stepstools must have a minimum clear width of 10.5 in. (26.7 cm).
- Wooden ladders must not be coated with any material that could obscure cracks, damage, or other structural defects.
- Metal ladders must be made with corrosion-resistant material or protected against corrosion.
- Rungs and steps of metal ladders must be corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize slip hazards.
- Ladder surfaces must be free of puncture and laceration hazards.
- Stepladders must be equipped with a metal spreader or locking device that securely holds the front and back sections in an open position while the ladder is in use.

Selection and Setup

The following selection and setup requirements apply to all portable ladders:

- Ladders must be used only for their intended purpose.
- Employees working in proximity to exposed live electrical parts must use a ladder with nonconductive side rails. Metal ladders should never be used around electrical hazards.
- Ladders must never be loaded beyond the maximum intended load, which includes the weight of the employee and all tools, equipment, and materials being carried.
- Ladders must be inspected before use in each work shift, and more frequently as necessary, to identify any visible defects that could cause injury.

- Ladders that are found to be damaged or defective must be immediately tagged “Dangerous: Do Not Use” or with similar language and removed from service until repaired or replaced.
- Ladder steps, rungs, and cleats must be free of oil, grease, ice, and other substances or materials that could create a slip hazard.
- Ladders must be used only on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement.
- Ladders used on slippery surfaces must be secured and stabilized.
- Portable ladders used to access an upper landing surface must have side rails that extend at least 3 ft (0.9 m) above the upper landing surface.
- The top of a non-self-supporting ladder (i.e., extension ladder or straight ladder) must be placed so that both side rails are supported, unless the ladder is equipped with a single support attachment.
- For non-self-supporting ladders, the base of the ladder should be placed at a distance from the vertical wall equal to one-fourth the working length of the ladder. For example, the base of a ladder with a working length of 16 ft should be placed 4 ft from the vertical wall.

Safe Work Practices

Employees must always follow these safe work practices when using a portable ladder:

- Employees must always face the ladder when climbing up or down.
- Employees must always use at least one hand to grasp the ladder when climbing up or down.
- Employees must not carry any object or load that could cause them to lose balance and fall when climbing up or down a ladder. Employees should transport materials in a tool belt or shoulder strap, or hoist materials up after climbing.
- Ladders must never be moved, shifted, or extended while in use.
- Ladders placed in passageways, doorways, driveways, or other locations where they could be displaced by other activities or traffic must be secured to prevent accidental displacement or guarded by a temporary barricade, such as traffic cones or caution tape, to keep activities and traffic away from the ladder.
- Employees must never stand on the cap or top step of a stepladder (except for stepstools).
- Employees must never tie or fasten together ladders or ladder sections to gain added length, unless they are specifically designed for this use.
- Ladders must never be placed on boxes, barrels, or other unstable bases to gain additional height.

Transporting Ladders

- If possible, employees should carry ladders in pairs with one employee at each end.
- If employees must carry a ladder alone, they should balance the center of the ladder on their shoulder, keeping the front end above their head and the back end near the ground.
- Use caution when carrying a ladder around corners.
- If a ladder must be transported in a vehicle, it should be secured with ties to prevent it from moving or falling off during transport.

Ladder Storage

Ladders will be stored in the following manner:

- Store all ladders in an area sheltered from exposure to excessive heat, moisture, chemicals, or other elements that would lead to premature deterioration or to damage.
- Store wood ladders affected by exposure to heat and dampness in a well-ventilated area.
- Store straight and extension ladders horizontally on racks or hooks with support points at the top, middle, and bottom of the ladder to prevent sagging and warping.

Inspections

All ladders will be inspected before initial use in each work shift, and more frequently as necessary, to identify any visible defects that could cause employee injury. A qualified person will inspect ladders for visible defects periodically and after any incident that could affect their safe use.

All ladders will be inspected for:

- Shake
- Wane
- Compression failures
- Decay or corrosion
- Side rail dents or bends
- Damage to rung-to-side-rail connections
- Damage to hardware connections
- Steps and rungs in good repair and free of mud, grease, oil, or sticky substances
- Rungs and steps parallel, level, and evenly spaced
- No cracks or splits in side rails
- Metal parts lubricated
- Rope on extension ladders not worn or frayed
- Spreaders or other locking devices in place and working properly
- No splinters, sharp edges, or other puncture or laceration hazards
- Safety feet solid and in place
- Metal ladders free of dents and bent parts
- Hardware connections secure, hardware in good condition
- Other irregularities

Maintenance and Care

All ladders will be maintained in good condition at all times. The following maintenance and care procedures will be implemented during each work shift:

- Keep joints between steps and side rails tight.
- Ensure all hardware and fittings are securely attached.
- Ensure moveable parts operate freely without binding or undue play.
- Replace frayed or badly worn rope.
- Keep safety feet and other auxiliary equipment in good condition to insure proper performance.
- Keep ladder rungs and steps free of grease, oil, ice, and other debris.

Lubricate metal bearings of locks, wheels, pulleys, and other moving or adjustable parts at regular intervals depending on frequency and severity of use.

Repair

Improvised ladder repairs are prohibited.

Ladders needing repairs are subject to the following rules:

- Portable ladders with structural defects—such as broken or missing rungs, cleats, or steps, broken or split rails, corroded components or other faulty or defective components—will immediately be marked defective or tagged with “Do Not Use” or similar language and withdrawn from service until repaired.

- Ladder repairs must restore the ladder to a condition meeting its original design criteria before the ladder is returned to use.
- A qualified person must perform or supervise all ladder repairs that affect the structural integrity of the ladder.

Accident Investigation

All incidents that result in injury to workers, as well as near misses, will be reported and investigated. Investigations will be conducted by a qualified person as soon after an incident as possible to identify the cause and means of prevention to eliminate the risk of reoccurrence.

See the attached *Accident Investigation Report* form for more information.

In the event of an incident that results in serious injury, this Plan will be reevaluated to determine if additional practices, procedures, or training is necessary to prevent future incidents.

Training

A qualified person will provide training in ladder hazards and safe practices to all employees who may use portable ladders at time of hire and as needed thereafter. All employees will be trained to recognize hazards related to portable ladders and instructed how to minimize or eliminate these hazards. Training will be given in a language and vocabulary that all workers understand.

Training will include, as applicable:

- The nature of slip and fall hazards related to portable ladders
- How to select the proper portable ladder for a task
- Safe work practices for using portable ladders
- Procedures for inspecting portable ladders before use and removing damaged or defective ladders from service
- Proper use, placement, and care in handling of all portable ladders
- Safe practices for ladder transportation and storage
- Maximum intended load-carrying capacities of ladders used

Safety Meetings

Supervisors will provide safety meetings or talks to employees as a group every [*insert frequency*] and to individual employees who fail to follow safe procedures.

Retraining

Each employee will be retrained as necessary to maintain his or her understanding and knowledge on the safe use of portable ladders. Retraining will occur when new ladders are introduced into the workplace, following an accident involving portable ladders, or when it becomes apparent that an employee does not have the knowledge or understanding to use portable ladders safely.

Training Recordkeeping

Training will be documented with employee sign-in sheets, date of training, and the training session agenda.

Recordkeeping

Copies of all hazard assessments, ladder specifications, inspection forms, and safety checklists will be maintained at *[insert location]* for *[insert duration]*.

Supporting Materials

Portable Ladder Inspection Checklist

OSHA Quick Card – Ladders

Accident Investigation Report Form

PORTABLE LADDER INSPECTION CHECKLIST

Ladder ID/Description Department

Inspected By Inspection Date

Storage Location

LADDER DESCRIPTION				
Style	<input type="checkbox"/> Single	<input type="checkbox"/> Extension	<input type="checkbox"/> Step	<input type="checkbox"/> Combination
Material	<input type="checkbox"/> Wood	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Fiberglass	<input type="checkbox"/>

GENERAL LADDER INSPECTION		
Side Rails	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect:
Rungs or Steps	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect:
Safety & Rating Labels	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect:
Cleanliness (Oils & Grease)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect:
Comments		

LADDER HARDWARE INSPECTION			
End Caps	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Rung Locks	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Non-Slip Feet	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Pail Shelf	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Spreader Braces	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Support Braces	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Ropes & Pulleys	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Rivets/Fasteners	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Comments			

Overall Condition	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Dangerous – Do Not Use*
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Comments

Signature Date

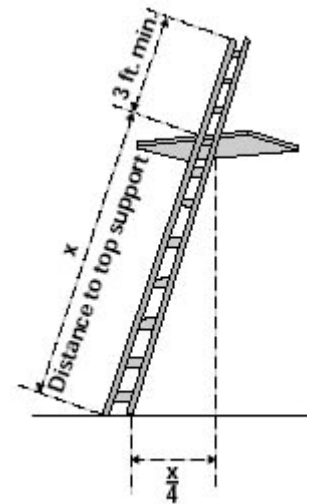
* Ladders in need of repair must be clearly marked “Dangerous-Do Not Use” and be repaired prior to use or d and disposed of.

Portable Ladder Safety



Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.



For more information:

 Occupational
 Safety and
 Health
 Administration
 U.S. Department of Labor
www.osha.gov (800) 321-OSHA

Employee's Report of Injury Form

Instructions: Employees shall use this form to report all work related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – no matter how minor. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action.

I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Supervisor:
Your signature:	Date:

Supervisor's Accident Investigation Form

Name of Injured Person _____

Date of Birth _____ **Telephone Number** _____

Address _____

City _____ **State** _____ **Zip** _____

(Circle one) Male Female

What part of the body was injured? Describe in detail. _____

What was the nature of the injury? Describe in detail. _____

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using? _____

Names of all witnesses: _____

Date of Event _____ **Time of Event** _____

Exact location of event: _____

What caused the event? _____

Were safety regulations in place and used? If not, what was wrong? _____

Employee went to doctor/hospital? Doctor's Name _____

Hospital Name _____

Recommended preventive action to take in the future to prevent reoccurrence. _____

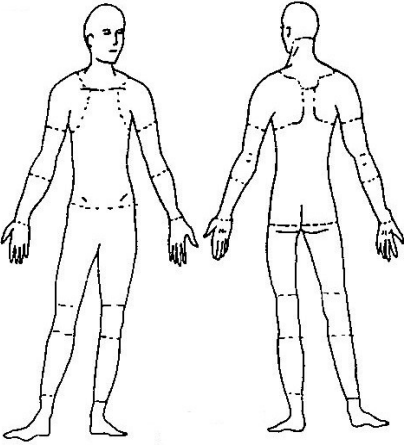
Supervisor Signature _____ **Date** _____

Incident Investigation Report

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness.
 (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Other_____

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	
Department:	Job title at time of incident:		
Part of body affected: (shade all that apply) 	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	
		Months with this employer	
		Months doing this job:	

Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other_____	
Names of witnesses (if any):	

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			

Step 3: Why did the incident happen?	
Unsafe workplace conditions: (Check all that apply) <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	Unsafe acts by people: (Check all that apply) <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have there been similar incidents or near misses prior to this one? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this incident/near miss from happening again?

- Stop this activity Guard the hazard Train the employee(s) Train the supervisor(s)
- Redesign task steps Redesign work station Write a new policy/rule Enforce existing policy
- Routinely inspect for the hazard Personal Protective Equipment Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets:

Step 5: Who completed and reviewed this form? (Please Print)

Written by:	Title:
Department:	Date:
Names of investigation team members:	
Reviewed by:	Title:
	Date: