**OCCUPATIONAL HEALTH & SAFETY**

**ASSIGNMENT NO. 2 – INCIDENT INVESTIGATION**

**A group of people in a warehouse

Description automatically generated**

**Team Members:**

* Gurwinder Singh - 200557497
* Manpreet Kaur
* Sukhminder Kaur

**INCIDENT INVESTIGATION FORM**

**1.0: EMPLOYEE DATA**

* **Employee Name:** John Doe
* **Employee Phone Number:** (705) 123-4567
* **Department:** Manufacturing
* **Manager Name:** Jane Smith
* **Position:** Quality Inspector
* **Employment Status:** Full-time
* **Medical Practitioner:** Dr. Alice Brown
* **Practitioner Phone Number:** (705) 987-6543

**2.0: INCIDENT DATA**

* **Date of Incident:** 2024-07-01
* **Reported Date:** 2024-07-01
* **Date of First Aid:** 2024-07-01
* **Date of Medical:** 2024-07-01
* **Incident Location:** Assembly Line
* **Body Part:** Right hand
* **Type of Injury:** Laceration
* **Description of Incident:**
  + During a routine inspection, John Doe reached into a machine to remove a jammed part without shutting it down, resulting in a laceration on his right hand.
* **Environmental Conditions:**
  + Noisy, high-activity environment, low visibility around the machine.
* **Equipment Use:**
  + Assembly line machine, not properly shut down before intervention.
* **Process Failure(s):**
  + Lack of proper lockout/tagout procedures.
  + Insufficient training on machine safety protocols.
* **Name of Witness(es):**
  + Mary Johnson
  + Robert Williams

**Attach Statements:**

* **Mary Johnson:** "I saw John reach into the machine without turning it off. He seemed in a hurry to fix the jam."
* **Robert Williams:** "John has done this before. We haven't had much training on the new safety procedures."

**3.0 HAZARD IDENTIFICATION/CAUSE**

**INDIRECT CAUSES/HAZARDS:**

* Lack of proper training on safety procedures.
* Inadequate supervision and enforcement of safety protocols.
* Poor visibility and high noise levels in the work area.

**DIRECT CAUSES/HAZARDS:**

* Failure to shut down machinery before attempting to clear a jam.

**4.0 CORRECTIVE MEASURES**

| **Hazard** | **Corrective Action Plan** | **Responsibility** |
| --- | --- | --- |
| Lack of proper training | Implement comprehensive safety training for all employees on lockout/tagout procedures and machine safety. | Safety Officer |
| Inadequate supervision | Increase supervision and regular safety audits to ensure compliance with safety protocols. | Shift Supervisors |
| Poor visibility and high noise | Improve lighting and provide noise-canceling headphones to enhance visibility and reduce distraction. | Facility Management |
| Failure to shut down machinery | Enforce strict lockout/tagout procedures and introduce disciplinary measures for non-compliance. | HR and Safety Officer |

**5.0 SIGN-OFF**

* **Name of Investigator:** Gurwinder Singh
* **Investigator Signature:** *Gurwinder Singh*
* **Date:** 2024-07-01
* **Employee Signature:** John Doe
* **Date:** 2024-07-01

**PROFESSIONAL SUMMARY REPORT**

**Incident Overview:** On July 1, 2024, a quality inspector named John Doe sustained a laceration on his right hand while attempting to remove a jammed part from an assembly line machine without shutting it down. The incident occurred due to a lack of adherence to lockout/tagout procedures and insufficient training on machine safety protocols. Witnesses indicated that this was not the first time such a procedure was bypassed, highlighting a systemic issue in safety training and enforcement.

**Root Cause Analysis:** The root cause of the incident was the failure to implement and adhere to proper safety protocols, specifically the lockout/tagout procedures. Contributing factors included inadequate training on these procedures, insufficient supervision to enforce compliance, and poor visibility and noise levels in the work area, which may have contributed to a hurried and unsafe approach.

**Future Plans to Prevent Incidents:**

1. **Comprehensive Training:** Conduct mandatory training sessions for all employees on lockout/tagout procedures and machine safety. This will include hands-on demonstrations and assessments to ensure understanding and compliance.
2. **Enhanced Supervision:** Increase the presence of supervisors on the floor to monitor adherence to safety protocols and conduct regular safety audits to identify and address non-compliance.
3. **Environmental Improvements:** Improve lighting around machinery and provide noise-canceling headphones to reduce distractions and enhance focus during operations.
4. **Strict Enforcement:** Implement and enforce disciplinary measures for non-compliance with safety protocols. Ensure all employees understand the consequences of bypassing safety procedures.

**Reflection on Assignment**

This assignment highlighted the critical importance of robust safety protocols and the need for comprehensive training and supervision in the workplace. The investigation process emphasized how a single lapse in safety can lead to significant injuries and reinforced the need for continuous improvement in safety practices. The experience underscored the value of thorough incident investigations in identifying root causes and implementing effective corrective measures to prevent future incidents.