

INCIDENT REPORT—LOSS EVALUATION

(Please read *Incident Report Instructions* carefully before completing this report. This report is only for construction and maintenance related incidents involving baptized adults (not minors).

The report set out below and any attached documents that accompany it have been prepared and is/are being sent to you with respect to the referenced incident in anticipation of litigation. Please send this report to the Risk Management Desk for review by its legal counsel. This report is confidential and protected by the attorney-client privilege. Please send the completed form to the Legal Department using the Inbox feature on jw.org, including Accounting Office as an additional recipient.

Branch: United States Tracking Number: _____ Date of report: _____

Last name of person involved: _____ First name(s): _____ Date of incident: _____

Check *all* factors in the list below that contributed to the incident:

RULES/PROCEDURES

- ☐ Developed but lacking documentation
- ☐ Developed but not accurate
- ☐ Developed but not clear/understandable
- ☐ Developed but not followed
- ☐ Developed but could not be followed
- ☐ Not developed

TRAINING

- ☐ Inaccurate/inaccessible manuals
- ☐ Inaccurate training
- ☐ Insufficient training

COMMUNICATION

- ☐ Conditions changed without proper communication
- ☐ Confusion after communication
- ☐ Insufficient communication between crews/workers
- ☐ Insufficient communication between workers/supervisor
- ☐ Insufficient planning

OVERSIGHT

- ☐ Aware of unsafe conditions/acts but failed to correct
- ☐ Initiated unsafe conditions/acts
- ☐ Personally set wrong example

EQUIPMENT/FACILITIES

- ☐ Better engineering controls needed
- ☐ Corrosion/wear
- ☐ Equipment malfunction
- ☐ Faulty/missing personal protective equipment
- ☐ Insufficient guarding
- ☐ Tool used incorrectly

ERGONOMICS

- ☐ Awkward position
- ☐ Excessive force
- ☐ Highly repetitive movements
- ☐ Not conditioned
- ☐ Tool design
- ☐ Workstation/machine design

HURRYING

- ☐ Because of external factors
- ☐ Friendly competition (work)
- ☐ Taking shortcuts
- ☐ Supervisor implied need
- ☐ Worker(s) perceived need

HAZARD

- ☐ Created by external factors
- ☐ Created by man
- ☐ Documented but not corrected
- ☐ Unidentified hazard

ATTITUDES/FEELINGS

- ☐ Absentminded/forgetful
- ☐ Apathetic/indifferent
- ☐ Distracted
- ☐ False sense of impunity/invulnerability
- ☐ Impatient
- ☐ No ownership ("Not my problem")
- ☐ Overly competitive (sports)
- ☐ Overconfident
- ☐ Overly playful
- ☐ Reckless

OTHER FACTORS

- ☐ Fatigue/working long hours
- ☐ Improper clothing or jewelry
- ☐ Physical limitations (such as eyesight, weight, strength, age)
- ☐ Physical overexertion
- ☐ Weather conditions

☐ _____

Describe (1) the primary cause and (2) any contributing factors.

What actions have been taken thus far to prevent recurrence?

What else should be done to prevent recurrence?

Should a new rule or procedure be established? ☐ Yes ☐ No

Who is responsible for the follow-through? _____