|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Initial Incident:**  **${Initial\_Incident}** | | | **2. Date:**  **${Incident\_Date}** | | | **3. Time**  **Incident Occurred:**  **${Time}** | | **4. Department / Facility / Location:**  **${DeptID}/${LocID}** | | | | | | | |
| 5. Incident Type | |  | | | |  |  | | | | | | **6. Recordable** | | |
| * **${Incident\_type}** | | | | | | |  | | | | | | * **${Recordable}** | | |
| **7. Incident Severity** | | | | | 8. Incident Seriousness | | | | 9. Investigation Level | | | | | | |
| **${Incident\_Severity}** | | | | | * **${Incident\_Seriousness}** | | | | * **${Investigation\_level}** | | | | | | |
|  | | | | |  | | | |  | | | | | | |
|  | | | | | See table #1 in Incident Reporting and | | | |  | | | | | | |
|  | | | | | Investigation | | | |  | | | | | | |
|  | | | | |  | | | |  | | | | | | |
| **10. List witnesses below – Statement(s) provided in attachments : ${List\_Witness}** | | | | | | | | | | | | | | | |
| **${Witness\_statement}** | | | | | | | | | | | | | | | |
| 11. Nature of Injury/Illness (indicate primary) | | | | | | **12. Part of Body Affected (indicate all that apply circle primary)** | | | | | | | | | |
| **${Nature\_of\_injury}** | | | | | | **${Part\_affected}** | | | | | | | | | |
| **${Nature\_others}** | | | | | | **${Part\_affected\_others}** | | | | | | | | | |
| 13. Type of Contact | | | | | | 14. Contact With | | | | | | | | | |
| **${Type\_of\_contact}** | | | | | | **${Contact\_with}** | | | | | | | | | |
| **${T\_Contact\_others}** | | | | | | **${Contact\_with\_others}** | | | | | | | | | |
| 15. Investigation Team | | | | | | | | | | | | | | | |
|  | | | Name | | | Title | | | | Phone No. | | | | | Date |
| Manager/Supervisor Leading Investigation | | | **Jan Jonswan Hutasoit** | | | HSE Manager | | | | (0778) 414140 | | | | | **${Incident\_Date}** |
| HS&E Representative/Advisor | | | **${Hse\_Rep}** | | | Safety Officer | | | | (0778) 414140 | | | | | **${Incident\_Date}** |
| Other Team Members | | | **${Other\_Member} (${Empid})** | | | **${Other\_Members}** | | | | ${Phone} | | | | | **${Incidentdt }** |
| Immediate Causes: What substandard practices and/or conditions caused or could have caused the event? Check all applicable items and explain as needed. | | | | | | | | | | | | | | | |
| 16. Substandard Practice(s) | | | | | | **17. Substandard Condition(s)** | | | | | | | | | |
| **${Substandard\_Practice}** | | | | | | **${Substandard\_Condition}** | | | | | | | | | |
|  | | | | | |  | | | | | | | | | |
| **18. Explanation**  **${Explanation1}** | | | | | | | | | | | | | | | |
| Basic Causes: What specific personal and/or job factors caused or could have caused the event? Check all applicable items and explain as needed. As above. | | | | | | | | | | | | | | | |
| 19. Personal Factors | | | | | | 20. Job Factors | | | | | | | | | |
| **${Personal\_factor}** | | | | | | **${Job\_factor}** | | | | | | | | | |
|  | | | |  | |  | | | | | |  | | | |
| **21. Explanation**  **${Explanation2}** | | | | | | | | | | | | | | | |
| 22. Lack of Control (Check all that apply and explain as necessary) | | | | | | | | | | | | | | | |
| * **${Lack\_of\_control}** | | | | | | | | | | | | | | | |
| **23. Explanation**  **${Explanation3}** | | | | | | | | | | | | | | | |
| **24. Causes (Identify and rank by maximum potential impact)** | | | | | | | | | | | | | | | |
| ID# | Causes (Identify multiple root cause) | | | | | | | | | | | | | | |
| **${No}** | **${Causes}** | | | | | | | | | | | | | | |
| **25. Action/Plans (Link Cause ID# above to Corrective/Preventative Action below)** | | | | | | | | | | | | | | | |
| ID# | Corrective or Preventative Action | | | | | Responsible Person(s) | | Target Completion  Date: | | | Actual Completion Date: | | | Image | |
| **${ID}** | **${CORR}** | | | | | **${RES}** | | **${TARDATE}** | | | **${ACTDATE}** | | | **${Image2}** | |

Prepared by, Approved by,

**${SPV\_sign} ${HOD\_sign}**

**${SpvName} ${HSEMName}**

Supervisor/Superintendent HSE Manager