

## LABOR ACCIDENT REPORT

From: 0-WI-009/ 0-Fo-001

Version: 04

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Effective day: 27-July-11

**1. PHẦN 1 (Part 1): Nhận dạng vấn đề/Recognize problem:**

1. TIÊU ĐỀ (SUBJECT)

2. NGÀY/ GIỜ (DATE/TIME):

3. CA (SHIFT):

4. NẠN NHÂN/ MÃ SỐ NHÂN VIÊN (VICTIM/ EMPLOYEE CODE):

5. NGÀY, THÁNG, NĂM SINH (BIRTHDAY DD/ MM/ YY):

6. GIỚI TÍNH (SEX):

7. ĐỊA CHỈ THƯỜNG TRÚ/ SỐ ĐIỆN THOẠI (RESIDENTAL ADDRESS/ PHONE NUMBER)

8. BỘ PHẬN/ CHUYỀN (SECTION/ LINE):

9. CHỨC VỤ (POSITION):

10. KINH NGHIỆM /SỐ NĂM/THÁNG/ LOẠI HỢP ĐỒNG (EXPERIENCE Y/ M/ KIND OF LABOR CONTRACT)

11. TÌNH TRẠNG THƯƠNG TÍCH (CONDITION OF INJURY):

12. BỘ PHẬN THƯƠNG TÍCH (PART OF INJURE):

13. VẬT GÂY THƯƠNG TÍCH (OBJECT CAUSE INJURE)

14. NƠI XẢY RA TAI NẠN (LOCATION OF ACCIDENT)

15. LÝ DO (REASON):

16. SỐ NGÀY NGHỈ (TAKE LEAVE):

17. NƠI ĐIỀU TRỊ ( PLACE OF INJURY TREATMENT AND METHOD OF FIRST):

18. NGƯỜI ĐIỀU TRA NGUYÊN NHÂN (NAME OF PERSON DOING INVESTIGATION)

19. THÔNG TIN KHÁC (OTHER INFORMATION):

**Giải Thích  
(EXPLAIN)****Bản đồ/ Hình ảnh  
(MAP/ PICTURE)****Biện pháp  
(Countermeasure)**

Tạm thời (Temporary action)

Người chịu trách nhiệm (PIC)

Ngày hoàn thành (Due date)

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S-U Analysis:

Seriousness(S)

Urgency(U)

	H	HM	M	LM	L
H					
MH	A issue			B issue	
M					
LM	C issue			D issue	
L					

A issue: Do at one

B issue: Decide deadline

C issue: Assign someone else

D issue: Leave it untouched



Conclusion:

 issue

Action date: From

To:

## 2. PHÂN 2 (Part 2): Phân tích vấn đề bằng FTA/Clarify problem by using FTA

2.1. FTA analysis:

2.2. Conclusion Root cause or estimate high possibility cause:

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## 3. PHẦN 3 (Part 3): WINDOW ANALYSIS

## Stair-Step of human factor

Reason/Fact-1.1
Reason/Fact-1.2
Reason/Fact-1.3

Q.1.1: Why did problem of [human element] happen?

A.1.1

Q.1.2: Why was [human element problem] left unsolved?

A.1.2

Q.1.3: Why ...

A.1.3

Master-DOC

Q.: 2 Re-record based on 100% correctly relationship of fact

Re-record → True problem

## Hint:

- Rule of Stair-Step
- 1. Record problem
- 2. Analysis [why] is carried by yourself-approach (own problem)
- 3. Clarify [phenomenon analysis] or [human element analysis]
- 4. Step down is achieve 100% cause-effect relationship based on actual
- [Phenomenon factor]'s Stair-Step
- └ Break down : System → Sub system → Block → Unit → Component ┘
- [Human factor]'s Stair-Step
- └ Break down : Man factor select → Cause of the trouble left

## [Human Factor]

- Not know
- Not pay attention
- Not follow the procedure
- Training not enough
- Misjudge
- Lack of discussion
- Countermeasure for change not enough
- Sloppy plan
- Different of value view point
- Inflexible organization management

## 3. Window analysis of cause

## 3.1 Window analysis of cause

Q1: Is there a right method to avoid the trouble?

Judge reason/Fact

Q2: Do all people concerned know the right method?

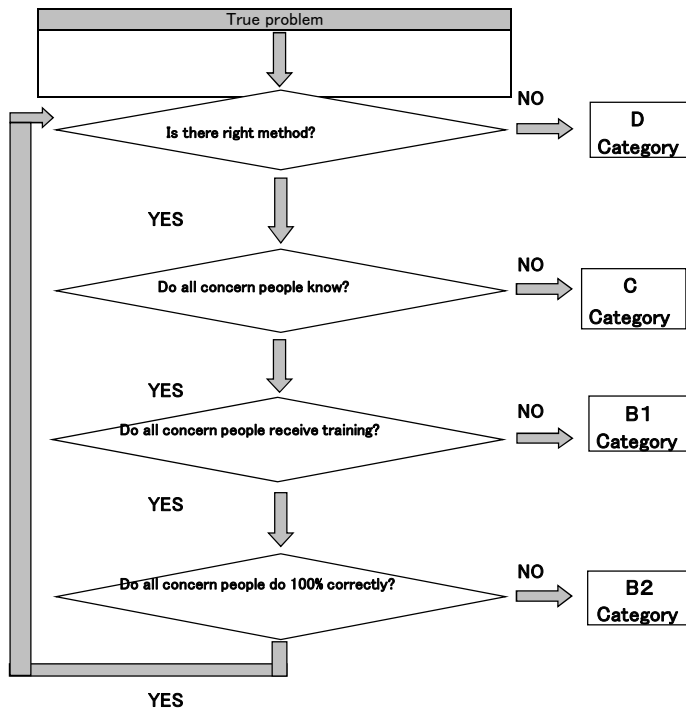
Judge reason/Fact

Q3: Do all concern people receive training so that they can do 100% correctly?

Judge reason/Fact

Q4: Do all concern people practice 100% correctly?

Judge reason/Fact



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## 3.2. Clarify the mission and responsibility

True problem

D frame : Q5 Whose is mission and responsibility that didn't decide the right method to avoid the problem?

Ans.

C frame : Q5 Whose is mission and responsibility that he/she/they didn't know the right method to avoid the problem?

Ans.

B1frame : Q5 Whose is mission and responsibility that he/she/they didn't receive the training so that they can do 100% correctly ?

Ans.

Q: Modify the cause according to clarify the mission and responsibility

Re-record cause → Root cause

B2frame : Q5 Whose is mission and responsibility that he/she/they didn't practice 100% correctly ?

Ans.

## 4. Window analysis of countermeasure

## 4-1. Make easy countermeasure

Root cause

**Q1:** What is the countermeasure to practice below?  
 Make right method to avoid the problem,  
 Inform right method to all concern people,  
 Train all concern people to practice 100% correctly,  
 Establish organization culture to follow the rule 100% correctly and then manage

**Q2:** What is the countermeasure to practice below?  
 Inform right method to all concern people,  
 Train all concern people to practice 100% correctly,  
 Establish organization culture to follow the rule 100% correctly and then manage

**Q3:** What is the countermeasure to practice below?  
 Train all concern people to practice 100% correctly,  
 Establish organization culture to follow the rule 100% correctly and then manage

**Q4:** What is the countermeasure to practice below?  
 Establish organization culture to follow the rule 100% correctly and then manage

easy countermeasure

D category (D→C→B1→B2→A)  
 Make right method,  
 Inform right method to all concern people,  
 Train all concern people to practice 100% correctly,  
 Establish organization culture to follow the rule 100% correctly and then manage

easy countermeasure

C category (C→B1→B2→A)  
 Inform right method to all concern people,  
 Train all concern people to practice 100% correctly,  
 Establish organization culture to follow the rule 100% correctly and then manage

easy countermeasure

B1 category (B1→B2→A)  
 Train all concern people to practice 100% correctly,  
 Establish organization culture to follow the rule 100% correctly and then manage

easy countermeasure

B2 category (B2→A)  
 Establish organization culture to follow the rule 100% correctly and then manage

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## 4-2. Window analysis of countermeasure

easy countermeasure

Q1:

Though it seems to be right method apparently as the countermeasures idea (improvement)

1. Is the effect of this countermeasure confirmed?
2. Are there any bad effect of this countermeasure?
3. Is it a method that can be surely done at the time of beginning?

Q2:

1. How do you inform to all concern people about the countermeasures (improvement)?

2. Who are concern people?
3. What method and means do you inform by?
4. Is it informed "WHY"?

Q3:

1. How do you train so that all concern people can practice the countermeasures (improvement) correctly?

2. What education and training are effectively?
3. How is it confirmed what all concern people can do?
4. What is the condition for all concern people to practice it correctly?

Q4:

1. How do you do all concern people to practice the countermeasure (improvement) 100% correctly?

2. What strategy do you take that all concern people always practice for all items 100% correctly?
3. How is it confirmed that all concern people are practicing it 100%

Is there right method?

NO

YES

Do all concern people know?

NO

YES

Do all concern people receive training?

NO

YES

Do all concern people do 100% correctly?

NO

Modify countermeasure