

Company Name: _____

Health & Safety Forms & Logs

Date: _____

Log ID: _____

Version: 1.0

OSHA / WorkSafeBC Incident and Near Miss Root Cause Analysis (RCA) Form

1.0 Form Objective & Regulatory Context

This Incident and Near Miss Root Cause Analysis (RCA) Form is designed to systematically identify the underlying causes of workplace incidents and near misses, ensuring compliance with OSHA 29 CFR 1904 (Recording and Reporting Occupational Injuries and Illnesses) and WorkSafeBC Part 3 (Occupational Health and Safety Regulation). The form guides investigators through a structured process to document events, analyze contributing factors, determine root causes, and implement corrective actions to prevent recurrence.

Use this form for all recordable incidents, serious near misses, and any event requiring formal investigation. Completion of this form supports regulatory reporting obligations and continuous improvement of the safety management system.

2.0 Administrative Details

Incident/Near Miss Report Number: _____

Date of Incident: _____

Time of Incident: _____

Location of Incident (specific area/equipment): _____

Incident Type (select: Injury / Illness / Near Miss / Property Damage): _____

Investigator Name(s): _____

Date of Investigation: _____

Reviewing Supervisor Name: _____

3.0 Audit / Inspection Items

- ☐ Pass ☐ Fail - Describe the sequence of events leading up to the incident (attach narrative or timeline).
- ☐ Pass ☐ Fail - Identify all direct causes (unsafe acts, unsafe conditions, equipment failures).
- ☐ Pass ☐ Fail - Identify contributing factors (training gaps, inadequate procedures, environmental conditions).
- ☐ Pass ☐ Fail - Apply the 5 Whys technique to drill down to root cause(s).
- ☐ Pass ☐ Fail - Use a fishbone (Ishikawa) diagram to categorize causes (People, Process, Equipment, Environment, Management).
- ☐ Pass ☐ Fail - Review relevant safety procedures, training records, and maintenance logs.
- ☐ Pass ☐ Fail - Interview witnesses and involved personnel (document statements).
- ☐ Pass ☐ Fail - Assess if similar incidents have occurred previously (review incident history).

- ☐ Pass ☐ Fail - Determine if the incident was preventable with existing controls.
- ☐ Pass ☐ Fail - Evaluate the effectiveness of current hazard controls (engineering, administrative, PPE).
- ☐ Pass ☐ Fail - Document any regulatory reporting requirements triggered (e.g., WorkSafeBC notification, OSHA 300 log).
- ☐ Pass ☐ Fail - Identify immediate corrective actions taken at the time of the incident.

4.0 Corrective Actions & Deficiencies

Root Cause Description (include causal factors identified): _____

Recommended Corrective Action(s): _____

Action Type (Engineering / Administrative / Training / PPE / Other): _____

Assigned To (responsible person/role): _____

Target Completion Date: _____

Status (Open / In Progress / Closed / Verified): _____

Verification Method (e.g., inspection, audit, review): _____

Date Closed / Verified: _____

5.0 Sign-off & Authorization

Lead Investigator Signature: _____ Date: _____

Safety Manager / Coordinator Signature: _____ Date: _____

Operations Manager / Site Supervisor Signature: _____ Date: _____

Health & Safety Committee Representative Signature (if applicable): _____ Date: _____

Regulatory Disclaimer: This audit log is a generic safety template. The end-user assumes all liability for validating all inspection parameters against WorkSafeBC, OH&S, and specific equipment manuals before active shop floor deployment.