

PEOPLE (Supervision, experience, training, fitness for work, etc)	ORGANISATIONAL/PROCEDURAL (formal, informal, written, verbal, Client, Contractor, Sub-Contractor)	EQUIPMENT (engineered protection systems, vehicles, communications, spares etc) Absent / failed Defences	TASK / ENVIRONMENTAL CONDITIONS (Managed = CULTURE, systems) (Physical = day/night, wet, dry etc)
<p>Management/Supervision</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conflicting roles/responsibilities <input type="checkbox"/> Unclear reporting relationship <input type="checkbox"/> Conflicting reporting relationship <input type="checkbox"/> Unclear / Conflicting assignment of responsibility <input type="checkbox"/> Unclear / Improper or insufficient delegation of authority <input type="checkbox"/> Inadequate job planning <input type="checkbox"/> Inadequate instruction <input type="checkbox"/> Inadequate supervision/ monitoring <input type="checkbox"/> Standard of performance missing or not enforced <input type="checkbox"/> Inadequate accountability <input type="checkbox"/> Inadequate or incorrect performance feedback <input type="checkbox"/> Inadequate performance measurement and assessment <input type="checkbox"/> Incorrect instruction to others (aware) <input type="checkbox"/> Incorrect instruction to others (unaware) <input type="checkbox"/> Inadequate monitoring of work <input type="checkbox"/> Inadequate supervisory knowledge <p>Individual / Team Actions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Non-compliance not corrected <input type="checkbox"/> Unauthorized working violation by individual <input type="checkbox"/> Unauthorized working violation by group <input type="checkbox"/> Unauthorized working violation by supervisor <input type="checkbox"/> Operation of equipment without approval from authority <input type="checkbox"/> Improper positioning self or posture for the task <input type="checkbox"/> Overexert of physical capability <input type="checkbox"/> Improper materials handling <input type="checkbox"/> Incorrect manual lifting technique <input type="checkbox"/> Procedural improvisation taking shortcut <input type="checkbox"/> Not warning others of work in progress <input type="checkbox"/> Working at unsafe pace <p>Training / Knowledge Transfer/ Competence/ Experience</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inability to comprehend <input type="checkbox"/> Lack of theoretical training <input type="checkbox"/> Misunderstanding of instructions <input type="checkbox"/> Inadequate assessment of required skills <input type="checkbox"/> Inadequate practice of skill <input type="checkbox"/> Infrequent performance of skill <input type="checkbox"/> Lack of good job/ task instruction <input type="checkbox"/> No training provided <input type="checkbox"/> New work methods introduced without training <input type="checkbox"/> Program design - Inadequate training goals and objectives <input type="checkbox"/> Program design - Inadequate new employee orientation <input type="checkbox"/> Program design - Inadequate initial training <input type="checkbox"/> Inadequate instructor qualification <input type="checkbox"/> Lack of coaching of skill <input type="checkbox"/> Lack of hands on instruction <input type="checkbox"/> Insufficient review of instruction to establish skill <input type="checkbox"/> Use by untrained people <input type="checkbox"/> Lack of experience/ competence <input type="checkbox"/> Inadequate training equipment <input type="checkbox"/> Inadequate refresher training Inadequate training effort <input type="checkbox"/> Inadequate training means to determine competency for job <input type="checkbox"/> Decision made not to train <input type="checkbox"/> No training provided <input type="checkbox"/> Training needs not identified <input type="checkbox"/> Training records incorrect or out of date <input type="checkbox"/> Inadequate job placement <input type="checkbox"/> Appropriate personnel not identified <input type="checkbox"/> Appropriate personnel not available <input type="checkbox"/> Appropriate personnel not provided 	<p>Physical Capability</p> <ul style="list-style-type: none"> <input type="checkbox"/> Vision deficiency <input type="checkbox"/> Hearing deficiency <input type="checkbox"/> Other sensor deficiency <input type="checkbox"/> Reduced respiratory capacity <input type="checkbox"/> Performance diminished due to Permanent disabilities <input type="checkbox"/> Performance diminished due to Temporary disabilities <input type="checkbox"/> Inability to sustain body positions <input type="checkbox"/> Restricted range of body movement <input type="checkbox"/> Substance sensitivities or allergies <input type="checkbox"/> Inadequate size or strength <input type="checkbox"/> Diminished capacity due to medication <p>Physical Condition</p> <ul style="list-style-type: none"> <input type="checkbox"/> Previous injury or illness <input type="checkbox"/> Fatigue due to workload <input type="checkbox"/> Fatigue due to lack of rest <input type="checkbox"/> Fatigue due to sensory overload <input type="checkbox"/> Diminished performance due to extreme temperature <input type="checkbox"/> Diminished performance due to oxygen deficiency <input type="checkbox"/> Diminished performance due to atmospheric pressure variation <input type="checkbox"/> Diminished performance due to insufficiency blood sugar <input type="checkbox"/> Diminished performance/impairment due to drug or alcohol use <p>Mental State</p> <ul style="list-style-type: none"> <input type="checkbox"/> Poor judgment <input type="checkbox"/> Memory failure <input type="checkbox"/> Poor coordination or reaction time <input type="checkbox"/> Emotional disturbance <input type="checkbox"/> Fears or phobias <input type="checkbox"/> Low mechanical aptitude <input type="checkbox"/> Low learning aptitude <input type="checkbox"/> Influence by medication <p>Mental Stress</p> <ul style="list-style-type: none"> <input type="checkbox"/> Preoccupation with problem <input type="checkbox"/> Frustration <input type="checkbox"/> Confusing directions / excessive demands <input type="checkbox"/> Conflicting direction / excessive demands <input type="checkbox"/> Meaningless or degrading activities <input type="checkbox"/> Emotional overload <input type="checkbox"/> Extreme judgment / decision demands <input type="checkbox"/> Extreme concentration / perception demands <input type="checkbox"/> Extreme boredom <input type="checkbox"/> Tired/ loss of concentration <input type="checkbox"/> Bad working environment <p>Inattention / Lack of Awareness</p> <ul style="list-style-type: none"> <input type="checkbox"/> Improper decision taken or lack of judgment <input type="checkbox"/> Distraction by other concerns <input type="checkbox"/> Distraction of others <input type="checkbox"/> Inattention to footing and surrounding <input type="checkbox"/> Lack of attention/ forgetfulness <input type="checkbox"/> Horseplay (rough or boisterous play or pranks) <input type="checkbox"/> Act of violence <input type="checkbox"/> Failure to warn <input type="checkbox"/> Use of drug or alcohol <input type="checkbox"/> No people factors <input type="checkbox"/> Other people factors (Specify) <p>Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inadequate work planning <input type="checkbox"/> Inadequate pre-task checking <input type="checkbox"/> Lack of job safety analysis <input type="checkbox"/> Inadequate job safety analysis <input type="checkbox"/> Inadequate identification of worksite risks / hazards <p>Policies / Standards / Procedures / Work Instructions</p> <ul style="list-style-type: none"> <input type="checkbox"/> None or inadequate Procedures/Guidelines <input type="checkbox"/> Not available or missing Procedure/Guidelines <input type="checkbox"/> Lack of defined responsibility within P/S/P/WI <input type="checkbox"/> Inadequate management of change system <input type="checkbox"/> Inadequate incident reporting / investigation system <input type="checkbox"/> Inadequate correction of prior hazard / incident <input type="checkbox"/> Inadequate definition of corrective actions <input type="checkbox"/> Inadequate implementation due to contradictory requirement <input type="checkbox"/> Inadequate implementation due to Confusing format <input type="checkbox"/> More than one action per step <input type="checkbox"/> Inaccurate sequence of steps <input type="checkbox"/> Inadequate implementation due to Confusing instruction <input type="checkbox"/> Technical error / missing step <input type="checkbox"/> Potential situations not covered <input type="checkbox"/> Incomplete distribution to work groups <input type="checkbox"/> Inadequate translation to appropriate languages <input type="checkbox"/> Inadequate integration with training <input type="checkbox"/> Out dated revisions still in use <p>Contractor Selection / Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lack of contractor prequalification <input type="checkbox"/> Inadequate contractor prequalification <input type="checkbox"/> Inadequate contractor selection <input type="checkbox"/> Use of non-approved contractor <input type="checkbox"/> Lack of job oversight <p>Engineering / Technical Design Standards</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obsolete design input <input type="checkbox"/> Incorrect design input <input type="checkbox"/> Infeasible design input <input type="checkbox"/> Design input not available <input type="checkbox"/> Inadequate design output <input type="checkbox"/> Unclear design output <input type="checkbox"/> Incorrect design output <input type="checkbox"/> Inconsistent design output <input type="checkbox"/> Inadequate design checking <input type="checkbox"/> No independent design review <input type="checkbox"/> Inadequate standards, specification, and/or design criteria <input type="checkbox"/> Inadequate assessment of potential failure <input type="checkbox"/> Inadequate ergonomic design <input type="checkbox"/> Inadequate monitoring of construction <input type="checkbox"/> Inadequate assessment of operational readiness <input type="checkbox"/> Inadequate monitoring of initial operation <input type="checkbox"/> Inadequate evaluation and/or documentation of change <p>Purchasing, Material Handling & Material Control</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inadequate specifications to vendor <input type="checkbox"/> Inadequate specification on requisition <input type="checkbox"/> Inadequate control on changes to orders <input type="checkbox"/> Unauthorized substitution <input type="checkbox"/> Inadequate receipt inspection <input type="checkbox"/> Inadequate research on materials/equipment <input type="checkbox"/> Inadequate mode or route of shipment <input type="checkbox"/> Unsuitable transport arrangements <input type="checkbox"/> Inadequate use of safety and health data <p>Maintenance/Work Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> No corrective action responsibility assigned <input type="checkbox"/> No accountability for corrective action <input type="checkbox"/> Maintenance interval exceeded <input type="checkbox"/> Maintenance routine inadequate <input type="checkbox"/> Maintenance routine not followed <input type="checkbox"/> Inadequate Assessment of preventive maintenance needs <input type="checkbox"/> Inadequate poor communication of needed repair <input type="checkbox"/> Inadequate Scheduling of work <input type="checkbox"/> Use for wrong purpose <input type="checkbox"/> Inadequate audit / inspection / monitoring <input type="checkbox"/> Inadequate reference materials or publications <input type="checkbox"/> No organisational/procedural factors <input type="checkbox"/> Other organisational/procedural factors (Specify) 	<p>Use of Protective Methods</p> <ul style="list-style-type: none"> <input type="checkbox"/> Failing to use or overriding safety device <input type="checkbox"/> Undertaking task with lack of knowledge <input type="checkbox"/> Personal protective equipment not used <input type="checkbox"/> Improper use personal protective equipment <input type="checkbox"/> Working on equipment in operation <input type="checkbox"/> Servicing of energized equipment <input type="checkbox"/> Failure to secure equipment or materials <input type="checkbox"/> Disabling guards, warning systems or safety device <input type="checkbox"/> Removal of guards, warning systems or safety devices <p>Use of Tools or Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Using improper equipment <input type="checkbox"/> Improper use of equipment <input type="checkbox"/> Improper use of tools <input type="checkbox"/> Use of defective equipment (aware) <input type="checkbox"/> Use of defective tools (aware) <input type="checkbox"/> Improper placement of tools, equipment or materials <input type="checkbox"/> Operation of equipment at improper speed <input type="checkbox"/> Servicing of equipment in operation <input type="checkbox"/> Incorrect loading, positioning or storage of material <p>Guards & Barriers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inadequate guards or protective devices <input type="checkbox"/> Defective guards protective devices <input type="checkbox"/> Disabled guards, warning systems or safety device <input type="checkbox"/> Inadequate isolation of process or equipment <input type="checkbox"/> Inadequate safety devices <input type="checkbox"/> Defective safety devices <input type="checkbox"/> Defective personal protective equipment <input type="checkbox"/> Inadequate warning systems <input type="checkbox"/> Defective warning systems <input type="checkbox"/> Equipment or materials not secured <input type="checkbox"/> Inadequate personal protective equipment <input type="checkbox"/> Personal protective equipment not available <p>Equipment Maintenance/Repair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inadequate Lubrication / servicing <input type="checkbox"/> Inadequate adjustment / assembly <input type="checkbox"/> Inadequate cleaning / resurfacing <input type="checkbox"/> Inadequate Examination of parts <input type="checkbox"/> Parts substitution <input type="checkbox"/> Excessive wear and tear <input type="checkbox"/> Extension of service life <input type="checkbox"/> Improper loading <p>Tools and Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not available or missing <input type="checkbox"/> Incorrect type used <input type="checkbox"/> Inadequate assessment of needs and risks <input type="checkbox"/> Inadequate human factors / ergonomics consideration <input type="checkbox"/> Inadequate standards or specifications <input type="checkbox"/> Inadequate adjustment / repair / maintenance <input type="checkbox"/> Inadequate salvage and recovery <input type="checkbox"/> Inadequate removal / replacement of unsuitable items <input type="checkbox"/> No equipment record history <input type="checkbox"/> Inadequate equipment record history 	<p>Behaviour/Motivation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bad examples set by leaders <input type="checkbox"/> Inadequate safety promotion <input type="checkbox"/> Inadequate or lack of safety briefings/meetings <input type="checkbox"/> Acceptance of substandard performance/ conditions <input type="checkbox"/> Trying to save time <input type="checkbox"/> Improper performance rewarded - Avoiding discomfort <input type="checkbox"/> Gains attention/attention seeking <input type="checkbox"/> Improper supervisory example <input type="checkbox"/> Inadequate identification of safety behaviors <input type="checkbox"/> Proper performance is criticized <input type="checkbox"/> Inappropriate peer pressure <input type="checkbox"/> Inappropriate behavior performance <input type="checkbox"/> Inadequate disciplinary process <input type="checkbox"/> Inappropriate aggression <input type="checkbox"/> Improper use of production incentives <input type="checkbox"/> Supervisor implied haste <p>Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inadequate horizontal communication between peers <input type="checkbox"/> Inadequate vertical communication between supervisor and person <input type="checkbox"/> Inadequate communication between different organizations <input type="checkbox"/> Inadequate communication between work groups <input type="checkbox"/> Inadequate communication between shifts <input type="checkbox"/> Inadequate communication methods safe <input type="checkbox"/> No communication method available <input type="checkbox"/> Incorrect instruction <input type="checkbox"/> Inadequate communication due to job turnover <input type="checkbox"/> Inadequate communication of safety and health guidelines <input type="checkbox"/> Standard terminology not used <input type="checkbox"/> Verification / repeat back techniques not used <input type="checkbox"/> Messages too long <p>Environmental Exposures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire and explosion potential <input type="checkbox"/> Ionising/ non-Ionising radiation exposure <input type="checkbox"/> Noise <input type="checkbox"/> Energized electrical systems <input type="checkbox"/> Energized systems, other than electrical <input type="checkbox"/> Extremes temperature <input type="checkbox"/> Hazardous chemicals exposure <input type="checkbox"/> Extremes of weather <input type="checkbox"/> Distraction by others <p>Workplace Environment / Lay out</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inadequate ventilation <input type="checkbox"/> Shadow / shade / glare <input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Clutter or debris <input type="checkbox"/> Congestion or restricted motion <input type="checkbox"/> Inadequate or excessive illumination <input type="checkbox"/> Obscured vision <input type="checkbox"/> Glare <input type="checkbox"/> Loose, Slippery or uneven surface <input type="checkbox"/> Machinery movement <input type="checkbox"/> Unprotected height <input type="checkbox"/> Inadequate work place lay out <input type="checkbox"/> Inadequate control <input type="checkbox"/> Inadequate displays <input type="checkbox"/> Inadequate labels <input type="checkbox"/> Locations out of reach or sight <input type="checkbox"/> Conflicting information <input type="checkbox"/> Speech interference <input type="checkbox"/> Restricted access <input type="checkbox"/> Inadequate warning systems/ signs <input type="checkbox"/> Inadequate health control/ work environment <input type="checkbox"/> No environment factors <input type="checkbox"/> Other environment factors (Specify)