

EVENT INVESTIGATION

- Were the **people** involved experienced, competent, trained and current? Yes/ No/ N/A *(If 'no' provide more details in section 1)*
- If the **people** involved were under supervision, was the supervision provided adequate? Yes/ No/ N/A *(If 'no' provide more details in section 1)*
- Were there any **environmental** factors i.e. weather, terrain that contributed to the event occurring? Yes/ No/ N/A *(If 'yes' provide more details in section 1)*
- Was the **plant** involved in the event fit for purpose and compliant? Yes/ No/ N/A *(If 'no' provide more details in section 1)*
- Is there a documented **procedure** for the activity being performed and was it followed? Yes/ No/ N/A *(If 'no' provide more details in section 1)*
- Were there any **organisational** factors i.e. time pressures that contributed to the event occurring? Yes/ No/ N/A *(If 'yes' provide more details in section 1)*
- Did the onsite **risk assessment** identify and manage the hazards and risks involved? Yes/ No/ N/A *(If 'no' provided more details in section 1)*
- Has a new or existing **hazard** or **risk** been identified? Yes/ No/ N/A *(If 'yes' provide more details in section 1)*
- Does the company **risk register** need to be reviewed and updated? Yes/ No/ N/A *(If 'yes' provided more details in section 3)*

Notifiable Incident? Yes/ No **Notifiable Injury?** Yes/ No **Event Reported to Work Safe NZ?** Yes/ No Date:

1. INFORMATION COLLECTED – *(Write down what you have found out from your investigation)*

2. ANALYSIS – *(What were the contributing factors and root cause for the reasons why the event occurred?)*

3. ACTIONS REQUIRED OR TAKEN TO PREVENT A REOCCURRENCE

	When	Who	Status

4. CONTRACTOR INVESTIGATION COMPLETED BY:

Name(s): _____ Initials: _____ Date: _____

5. PAN PAC MANAGEMENT REVIEW:

Name: _____ Initials: _____ Date: _____

Formal Investigation Required: Yes / No (circle)

6. PAN PAC USE ONLY:

Status: Closed/ Pan Pac Investigation Required/ Formal Investigation Required from Contractor/ Event Review Required

Confirm Event Type: _____ **Investigator (if required):** _____ **Pan Pac Risk:** _____

Notes/Comments:

For Property Damage, select Severity: Moderate (<\$5K) / Serious (<\$50K) / Major (<\$500K) / Catastrophic (>\$500K)