

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)

Empty space for recording information collected from the investigation.

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

Empty space for recording the analysis of contributing factors and root causes.

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: