

Use this checklist to review the possible causes of incidents and injuries in your school/kura.

Procedures and Practices

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|--|--|--|
| Operating without authority <input type="checkbox"/> | Defective equipment <input type="checkbox"/> | Inadequate work standards <input type="checkbox"/> |
| Failure to warn <input type="checkbox"/> | Improper use <input type="checkbox"/> | Failure to use protective equipment <input type="checkbox"/> |
| Failure to secure <input type="checkbox"/> | Improper loading <input type="checkbox"/> | Improper positioning <input type="checkbox"/> |
| Improper speed <input type="checkbox"/> | Improper lifting <input type="checkbox"/> | Servicing equipment while in use <input type="checkbox"/> |
| Overriding safety devices <input type="checkbox"/> | Other (specify) _____ | |

Plant, equipment, conditions and work environment

- | | | |
|--|---|--|
| Abuse or misuse <input type="checkbox"/> | Temperature extremes <input type="checkbox"/> | Inadequate guards or barriers <input type="checkbox"/> |
| Wear and tear <input type="checkbox"/> | Radiation exposure <input type="checkbox"/> | Inadequate protective equipment <input type="checkbox"/> |
| Inadequate maintenance <input type="checkbox"/> | Noise exposure <input type="checkbox"/> | Defective tools, equipment, materials <input type="checkbox"/> |
| Inadequate engineering <input type="checkbox"/> | Exposure to disease <input type="checkbox"/> | Congested or restricted action <input type="checkbox"/> |
| Inadequate ventilation <input type="checkbox"/> | Poor housekeeping <input type="checkbox"/> | Hazardous gas, dust, fumes <input type="checkbox"/> |
| Inadequate lighting <input type="checkbox"/> | Fire and explosion hazards <input type="checkbox"/> | Inadequate tools and equipment <input type="checkbox"/> |
| Inadequate warning system <input type="checkbox"/> | Other (specify) _____ | |

Personal factors

- | | | |
|--|--|--|
| Lack of knowledge <input type="checkbox"/> | Improper motivation <input type="checkbox"/> | Lack of skill <input type="checkbox"/> |
| Stress <input type="checkbox"/> | Inadequate capability <input type="checkbox"/> | Skylarking <input type="checkbox"/> |
| Tiredness <input type="checkbox"/> | Other (specify) _____ | |

Management or system failures

- | | |
|---|---|
| Insufficient training or information <input type="checkbox"/> | Inadequate leadership <input type="checkbox"/> |
| Inadequate ventilation <input type="checkbox"/> | Poor housekeeping <input type="checkbox"/> |
| Inadequate lighting <input type="checkbox"/> | Fire and explosion hazards <input type="checkbox"/> |

Comments _____

Reviewed by: _____ Date: ____/____/____ Next review date: ____/____/____