

Root Cause Analysis (RCA) Light

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Instructions:

Please respond to the following questions after each incident. If a question is answered with "yes", corrective and preventative measures are necessary.

1	Did a lack of clarity with regard to the task and distribution of competences contribute to the incident?	Yes	No
2	Did insufficient instruction or a lack of training contribute to the incident?	Yes	No
3	Did communication difficulties between those involved contribute to the incident?	Yes	No
4	Did missing or insufficient working instructions, safety rules or labeling contribute to the incident?	Yes	No
5	Did a failure to follow working instructions, safety rules or labeling contribute to the incident?	Yes	No
6	Did inappropriate or defective working materials (eg. Tools/equipment) contribute to the incident?	Yes	No
7	Did insufficient maintenance or repairs (eg. Structures/plants/working materials/tools) contribute to the incident?	Yes	No
8	Could the incident have been avoided if the proper personal protective equipment (eg. protective glasses/fall-protection) had been correctly worn and maintained?	Yes	No
9	Did missing, defective or insufficient protective equipment contribute to the incident?	Yes	No
10	Were the operations previously aware of the danger that led to the incident?	Yes	No
11	Did the incident occur despite the fact that measures to prevent this incident had been previously taken or mandated?	Yes	No
12	Have you found any inadequacies in the emergency organization?	Yes	No
13	If fire played a role in the incident: Have you found any inadequacies in the fire protection measures?	Yes	No
14	Did employees ever draw attention to the danger that led to the incident?	Yes	No
15	Did deficiencies in the design of the workplace and the work process contribute to the incident?	Yes	No
16	Did the condition of the injured party (eg. physical or psychological burden/fatigue/influence from medications or alcohol) contribute to the incident?	Yes	No
17	Did climatic influences (eg. Heat/cold/wet) contribute to the incident?	Yes	No
18	Did visibility conditions (eg. Darkness/glare/fog/smoke) contribute to the incident?	Yes	No
19	Did hazardous materials contribute to the incident?	Yes	No

Additional information, comments, notes or explanations (use space below):
