MANAGE

ACCIDENT INVESTIGATION

FORMAL TRAINING IN FUNCTION (NR-12)?	WERE ALL EQUIPMENT (EPI and EPC) MANDATORY?
IS THERE A RISK ANALYSIS IN THE FUNCTION?	IS THE SAFETY CHECKLIST PROPERLY COMPLETED?
IN THE ANALYSIS IS THIS RISK INTENDED?	IS IT NECESSARY TO USE THE INTERVIEW CHECKLIST?

TECHNICAL COMMENTS (COMMENT ON NEGATIVE ANSWERS AND OTHER RELEVANT)

INVESTIGATION OF THE 5 WHY

WHY?	ANSWER
1	
2	
3	
4	
5	

Note: if you choose to use the causes tree, attach the form and leave the "5 WHY" blank.

CAUSES GIVING RISE

1	4
2	5
3	6

OTHER DAMAGE (if any)

DAMAGE TO PROPERTY

DAMAGE TO THE ENVIRONMENT

DIRECT COST OF THE EVENT

MAN / PAIR:	LOST MATERIAL:
LABOR:	MACHINE / EQUIPMENT REPAIR:
HOSPITALAR:	OTHER: _____
STOPPED MACHINE:	**TOTAL:** R$ -

ACTION PLAN

	ACTION	PERSON IN CHARGE	TERM	CONCLUSION	STATUS	IS IT EFFECTIVE?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

INVESTIGATION AND ANALYSIS COMMITTEE

	NAME	POSITION	VIEW		NAME	POSITION	VIEW
1				4			
2				5			
3				6			

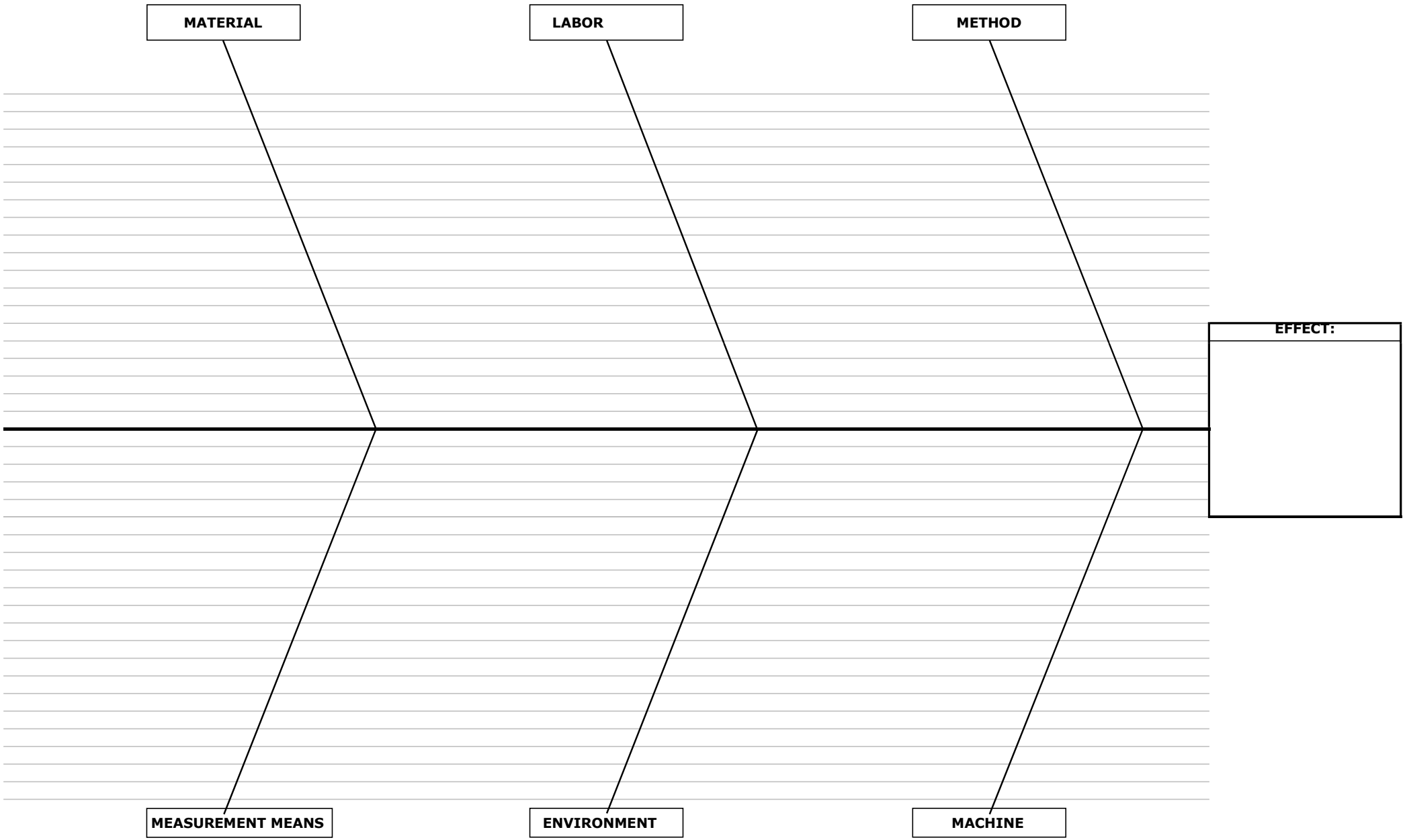
BRAINSTORMING

(list of ideas for further analysis)

1		31	
2		32	
3		33	
4		34	
5		35	
6		36	
7		37	
8		38	
9		39	
10		40	
11		41	
12		42	
13		43	
14		44	
15		45	
16		46	
17		47	
18		48	
19		49	
20		50	
21		51	
22		52	
23		53	
24		54	
25		55	
26		56	
27		57	
28		58	
29		59	
30		60	

ISHIKAWA DIAGRAM

Cause and Effect Diagram



TREE OF CAUSES

NAME:	DATE:
TOP EVENT:	

INTERVIEW CHECKLIST			
UNIT:	**EVENT:**	**KIND OF EVENT:**	**EVENT DATE:**

	QUESTION	ANSWER
1	Was the activity performed routine or occasional?	
2	Who was involved in the event?	
3	Was there any unusual or different fact in the work routine before the accident?	
4	Was the employee showing signs of fatigue before the event occurred?	
5	Did the employee know the security procedures in the area?	
6	Could maintenance, lay out and order/cleanliness of the place have contributed to the event?	
7	Could difficulties with the equipment have contributed to the event?	
8	Could infrastructure difficulties have contributed to the event?	
9	Were PPE sufficient to prevent the event from occurring?	
10	PPE used properly to prevent the event from occurring?	
11	Were all EPCs in place?	
12	Was the machine / equipment operating normally?	
13	Machine / equipment with safety signs in order?	
14	Use of any raw material or material in a different process?	
15	Any new processes or activities?	
16	In the case of a new activity, was it planned properly before it was carried out?	
17	Was there any tool improvisation?	
18	Any misconduct regarding safety or warnings recently?	
19	Accumulation of functions?	
20	Has DDS been carried out by its hierarchical supervisor?	
21	Have you participated in these DDS?	
22	Did people have a particular problem that may have interfered with the event?	
23	Was there pressure, above the average, to carry out the activity?	
24	Has an incident occurred or been recorded that could be related to the event?	
25	Number of hours of last sleep?	
26	Number of hours between the last sleep and the event?	
27	Did the event occur before or after the break?	

EVALUATION OF THE EVENT'S POTENTIAL				
CRITERION	**COMMENT**	**CLASSIFICATION**		
		LOW	**MEDIUM**	**HIGH**
FREQUENCY	Based on people's reports and occurrence records, how many times has the event occurred in the last 12 months?	12 times or less.	13 times up to 23 times.	24 times or more.
		Non-continuous event.	Non-continuous event.	Continuous event.
SEVERITY	If the possible (imminent) damage occurred, what would be the probable loss?	It would not bring any major injury.	It would bring an injury without leave.	It would bring injury with leave.
		Environmental impacts only at the site/sector. E.g.: product leakage at the contained location.	Environmental impacts within the boundaries of the unit. E.g.: products leakage beyond the site, but contained within the limits of the unit.	External environmental impacts. Ex.: product leakage reaching the water table
		Easy control of the situation and return to normal activities.	Reasonable effort to control the situation and delay normal activities.	Difficult to control the situation.
		Fire Principle.	Fire with abandonment of the site and control of the local brigade.	Large fire that was necessary to call the fire department.
		Material/financial damages: up to R$ 1,000.00.	Material/financial damages: more than R$ 1,000.00 and less than R$ 10,000.00.	Material/financial damages: R$ 10,000.00 or more.

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ALPARGATAS	ASSESSMENT OF RELEVANCE			RECORD No.: /
	UNIT:	EVENT:	KIND OF EVENT:	DATE:

EVENT INFORMATION

UNIT WHERE IT OCCURRED	DATE	TIME	PLACE

DESCRIPTION OF THE EVENT

SIMILARITY OF RISK

IS THERE A MACHINE / EQUIPMENT WITH SIMILAR FEATURES? IF YES, HOW MANY?

IS THERE ANY ACTIVITY WITH SIMILAR CHARACTERISTICS? COMMENT.

IS THERE THE SAME RISK OR VULNERABILITY? IF YES, WHAT ARE THEY?

IS THERE PROTECTION (EPC) FOR THIS RISK? IS IT ACCORDING TO NR-12?

OTHER RELEVANT INFORMATION:

EVALUATION COMPLETION

ACTION PLAN

	ACTION	PERSON IN CHARGE	TERM	STATUS	IS IT EFFECTIVE?
1					
2					
3					
4					
5					
6					

EVALUATION COMMITTEE

	NAME	POSITION	VIEW		NAME	POSITION	VIEW
1				4			
2				5			
3				6			

FINAL VALIDATION

UNIT MANAGER	SIGNATURE

ACCIDENT DISREGARDING FORM

UNIT:	REGISTRATION No.:	DATE:

DATA OF PERSON INVOLVED

FULL NAME			AGE	SEX
RECORD / PERSONNEL NO.	FUNCTION		SECTOR	SHIFT
TIME IN FUNCTION	COMPANY TIME	HIERARCHICAL SUPERIOR'S NAME	SUPERVISOR'S NAME	MANAGER'S NAME

OCCURRENCE INFORMATION

DATE THAT WAS REPORTED TO SESMT	TIME	PLACE

OCCURRENCE DESCRIPTION

REASONS FOR DISREGARDING

OTHER INFORMATION

CONCLUSION

INVESTIGATION PARTICIPANTS

	NAME	POSITION	VIEW		NAME	POSITION	VIEW
1				4			
2				5			
3				6			