

IDD PIR Template

Document No:PS-HSQE-SOP-024-FM-01 Revision: 1.0

Approved By: Alan Morrissey

Effective Date: 20/02/2024



Section 1: Incident Details:				
Time and Date of Incident:				
Date Reported to UÉ:				
Project Details:				
Location (Address and Work location):				
Incident Classification: (Tick as appropriate)	<input type="checkbox"/>	Dangerous Occurrence (IR3)	<input type="checkbox"/>	Injury no Absence
	<input type="checkbox"/>	First Aid Case	<input type="checkbox"/>	Lost Time Incident:
	<input type="checkbox"/>	Incident No injury:	<input type="checkbox"/>	Reportable Lost Time Incident (IR1)
	<input type="checkbox"/>	Near Miss	<input type="checkbox"/>	Serious Injury
	<input type="checkbox"/>	Fatality	<input type="checkbox"/>	Other
Notification to HSA (If applicable):	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
			<input type="checkbox"/>	n/a
Injury sustained (if applicable):				
PSCS/Entity in control of the works:				
Subcontractor (if applicable):				

Section 2: Incident Description:
<p><i>The description for the incident must include but not limited to;</i></p> <ul style="list-style-type: none"><i>A detailed summary of the accident (In the case of a service strike details must include the depth, voltage, pressure, stop works notification issued by utility provider etc)</i><i>The scope of the works and the task being completed</i><i>The sequence of events leading up to the incident</i><i>The working environment</i><i>PPE being worn at the time</i><i>Equipment being used at the time</i><i>Competencies of those involved</i><i>The outcome - Details of injuries or damage (if any) sustained</i>

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Contributory Factors:

A contributory factor is one which contributes to the incident occurring but are not the direct or immediate cause. These factors, if removed are likely to prevent the incident from happening or reduce the severity of its consequence.

Immediate Cause:

The Immediate cause is the direct, obvious cause of an incident, usually an unsafe act or condition. These causes are triggers for the event without which that particular incident could not have occurred. This may be a single event or a small number of events that started the incident. The way to identify if you have established the immediate cause is that if you took this event away, then that incident could not have occurred.

Root Cause:

The Root cause is the events or condition that allowed the immediate cause to develop. The root cause of a problem is the fundamental, underlying reason why an incident occurred that identifies correctable failures, which when addressed, will prevent or significantly reduce the likelihood of the problem's re-occurrence or existence.

Detailed Root Cause Analysis (RCA):

Incident that occurred:

Brief description of what occurred to begin RCA:

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Why	
Why	
Why	
Why	
Why	
Why	
Root Cause (RC1)	

****If multiple Root Causes are identified, repeat RCA.**

Root Cause Identified (Please tick as appropriate):			
<input type="checkbox"/>	Competency	<input type="checkbox"/>	Processes and Procedures
<input type="checkbox"/>	Leadership and Responsibility	<input type="checkbox"/>	Human Behaviour
<input type="checkbox"/>	Equipment, Machinery and Assets	<input type="checkbox"/>	Work Environment
<input type="checkbox"/>		<input type="checkbox"/>	Other (Please specify):

Enduring corrective and preventative measures:
Corrective actions:
Corrective measures must detail the immediate action taken following an accident/incident. (E.g. For an injury, how it was treated. If the work area needed to be made safe, how this was done and by whom, or if plant / equipment had to be made safe or removed)

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Preventative actions:

These must be enduring & effective control measures for each root cause identified in order to prevent reoccurrence.

RC1:	Date of completion:
RC2:	Date of completion:
RC3:	Date of completion:

Section 3: Supporting Documentation

Please indicate additional information that has been included as applicable:

- RAMS
- Training records

- Procedures
- Equipment certification
- Witness statements
- Photos
- Other (Please specify)
- Additional information as per UÉ request