



# Accident/Incident Investigation Form



Date of Incident: \_\_\_\_\_ Club: \_\_\_\_\_ Event: \_\_\_\_\_

**Persons Name(s):**

Driver/ Co-Driver / Volunteer / Public (circle which is applicable) / Other: \_\_\_\_\_

**THE ACCIDENT/INCIDENT:** What happened, what is the sequence of events from start to finish?


**CONTRIBUTING FACTORS:** What were the factors that caused the accident/incident?, Consider: Vehicle(s), Tracks, Pits, Events, Participants. Hint: Check the existing ORANZ Hazard Register

1.
2.
3.

**ROOT CAUSES:** Use “W” questions (What?, Why?, Who?, Where?, When?) to identify the root causes behind the incident

1.
2.

3.

Were any volunteers involved inducted? **Yes / No**  
Is the incident identified on the current ORANZ Hazard Register? **Yes / No**  
Has this incident identified a new hazard that needs to be entered into the hazard register? (overleaf) **Yes / No**  
Has it identified any required changes to the controls of a hazard already on the register? (overleaf) **Yes / No**  
*If changes are identified, give details of hazard and the control(s) or changes on Page 2*



# Hazard Rating and Controls

If applicable from the Incident outcomes, detail any potential/new hazards identified. Use the Risk Rating Matrix (below) to assess the risk rating. Then consider possible control mechanisms (1-6) from the hazard hierarchy of controls and detail what those actions might be. Finally, go back to the Risk Rating Matrix to see if the controls lower the risk at all.

Hazard and Harm	Risk Rating	Controls (1-6)	Action(s) Proposed	Revised Risk Rating
			•	
			•	
			•	
			•	
			•	

Likelihood	Consequences (Impact)				
	How severely someone could be injured				
	1 Insignificant (No injuries)	2 Minor (First Aid treatment on site)	3 Moderate (Medical treatment)	4 Major (Extensive injuries)	5 Catastrophic (Fatality)
5 Almost Certain (Expected in most circumstances)	M (5x1=5)	M (5x2=10)	H (5x3=15)	H (5x4=20)	H (5x5=25)
4 Likely (expected that it could occur regularly)	M (4x1=4)	M (4x2=8)	M (4x3=12)	H (4x4=16)	H (4x5=20)
3 Possible (might occur at some time)	L (3x1=3)	M (3x2=6)	M (3x3=9)	M (3x4=12)	H (3x5=15)
2 Unlikely (Could occur in unusual circumstances)	L (2x1=2)	L (2x2=4)	M (2x3=6)	M (2x4=8)	M (2x5=10)
1 Rare (May occur in exceptional circumstances)	L (1x1=1)	L (1x2=2)	L (1x3=3)	L (1x4=4)	M (1x5=5)

**KEY**

H = High Risk  
Immediate action required

M = Medium Risk  
Planned action required

L = Low Risk  
No action required

**Hazard Hierarchy of Controls:**

**(1) Eliminate**

If a risk remains, **Minimise** by:

- (2) substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk:
- (3) isolating the hazard giving rise to the risk to prevent any person coming into contact with it:
- (4) implementing engineering controls.

(5) If a risk remains, **Minimise** the remaining risk by implementing administrative controls.

(6) If a risk then **Minimise** the remaining risk by ensuring the provision and use of suitable PPE

**Insert control measure number(s) in table above**



Report Prepared by:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# THIS SECTION TO BE COMPLETED AND FILED BY ORANZ

## ORANZ Review

### CORRECTIVE ACTIONS:

Corrective Actions to be taken/implemented:	Who is going to action these corrections?	Date these actions will be completed? (or started)?
1.		
2.		
3.		
4.		
5.		

Are changes required to ORANZ rules?

Yes / No

Are changes required to ORANZ documents?

Yes / No

Any addition/modification to ORANZ Hazard Register/Controls?

Yes / No

Is advice required to ORANZ Clubs? (email)

Yes / No

Is advice required to ORANZ Classes? (email/web)

Yes / No

Is advice required to ORANZ Drivers? (email)

Yes / No

If YES to any of the above, list details:

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Chief Steward's Summary:

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**Chief  
Steward  
Signature:**

\_\_\_\_\_

**Date:**

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