

Root Cause Analysis Worksheet

The purpose of this form is to help you determine the root cause of an incident/accident, so that you identify corrections to implement in order to prevent future injuries or accidents. To use this form, start by identifying what happened and list that in the box next to "What Happened." Next, ask yourself why it happened and place your answer in the box to the right of the first "Why?" Then, explore why that happened and record the answer in the box next to the second "Why?" Repeat this process of asking why until you have uncovered the root cause and then determine a control for that cause. It may take more than five Why's to get to the root cause.

Sample root cause analysis

What happened?	A worker slipped and broke their wrist.
Why?	There was water on the floor.
Why?	The water line on the ice machine was leaking.
Why?	The machine was not inspected and maintained correctly.
Why?	It was not included on the maintenance team's list of equipment to inspect and maintain.
Why?	We considered the ice machine to be an "install and forget" piece of equipment.
Mitigation/Controls needed	Repair the line and add the ice machine to the maintenance team's list to regularly inspect and maintain.

Root cause analysis worksheet

What happened?		
	Why?	
Why?		
Why?		
Why?		
Why?		
Mitigation/Controls needed		