

RULES AND STANDING INSTRUCTIONS

Section 5: INCIDENT INVESTIGATION
Responsible Dept: Environmental, Safety &
Security

Subject 5-1-B: 5 Whys Table

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Appendix B (1 Page)

5 WHYS TABLE



5 WHY TABLE INCIDENT INVESTIGATION

INCIDENT NUMBER: _____ INCIDENT TITLE: _____

INCIDENT DATE: _____

Key points to remember --

- The goal is to find the system failure(s), the root cause(s)
- Ask **WHY** five to seven times
- Do not place blame
- Conduct a logic test when you think you are finished and ensure the WHY paths and conclusions are logical
- Develop corrective action recommendations for all causal and root causes
- Remember to evaluate the following during your analysis:
 - Equipment/Tools:
 - Was the equipment in good condition before incident? If not, was there a notification entered? Was the equipment properly risk ranked? Was equipment properly labeled? Were inspections / Preventive Maintenance (PM) performed? Remember to list any involved equipment with SAP numbers.
 - Work Environment:
 - Was hazardous condition not visible? Were environmental conditions a contributing factor (lighting, noise, temperature)? Was housekeeping a contributing factor?
 - Human Factors:
 - Was there a procedure for this task? Was the procedure accurate? Was the procedure followed? Was the appropriate PPE in use?
 - Management Systems:
 - Was an MOC or PSSR needed but not performed? Was training not performed? Was communication (miscommunication or lack of communication) a contributing factor? Was staffing or fatigue a contributor to the incident?

Description of Incident:

1) WHY did the incident happen?	Answer:
2) WHY	Answer:
3) WHY	Answer:
4) WHY	Answer:
5) WHY	Answer:
6) WHY	Answer:
7) WHY	Answer:

LIST any involved equipment with SAP numbers: