

**Root cause analysis Form**

**Disclaimer:** This document is intended to be a resource document only. The farm will need to customize it and make it farm-specific to address the particular needs, factors, applicable legislated requirements, etc. Once this document has been customized by the farm, this disclaimer, the Helpful Information section, and the logo located in the upper right corner of the page may be deleted and replaced with the farm’s logo. If you require assistance, please contact **AgSafe Alberta** at info@agsafeab.ca or visit [www.agsafeab.ca](http://www.agsafeab.ca) for learning opportunities, tools and resources.

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| **Tips:** |
| * Refer to *Module 5: Incident Investigation* in the Alberta FarmSafe Plan Manual for support.
* This will be completed by the incident investigation team and led by one member.
* The answers should be based on actual facts and real data (not opinions or beliefs).
* Remember, there may be more than one root cause and some answers may require a root cause analysis of their own; print off a separate form for each one or copy and past more tables into this document.
* Don’t get taken off track; stay focused on finding the root cause of the problem you have defined.
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| **Farm Name** |  |
| **Operation** |  | **Work Area** |  |
| **Time of Incident** |  | **Date of Incident** |  |
|  |  |
| **Define the problem:** |
|  |
| **Question** | **Answer** |
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| **Investigation Team Members**  |
| Last Name  | First Name  | Position/Title  | Employer  |
| a.   |   |   |   |
| Signature:   |   | Date:  |   |
| b.   |   |   |   |
| Signature:   |   | Date:  |   |
| c.   |   |   |   |
| Signature:   |   | Date:  |   |
| d.   |   |   |   |
| Signature:   |   | Date:  |   |

**Important:** Retain a copy of this document in your farm records.