



**D A M S T R A**

Standard Investigation:  
Causal Analysis

Safety

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# Standard Investigation

## Causal Analysis

A standard Investigation provides the opportunity for the use of 'Causal Analysis' to:

Identify, Record and Manage the underlying root cause or causes for any event.

Best practice is to update the root causes of an event in conjunction with any appropriate information updates made in the standard investigation's findings field.

Identify

Record

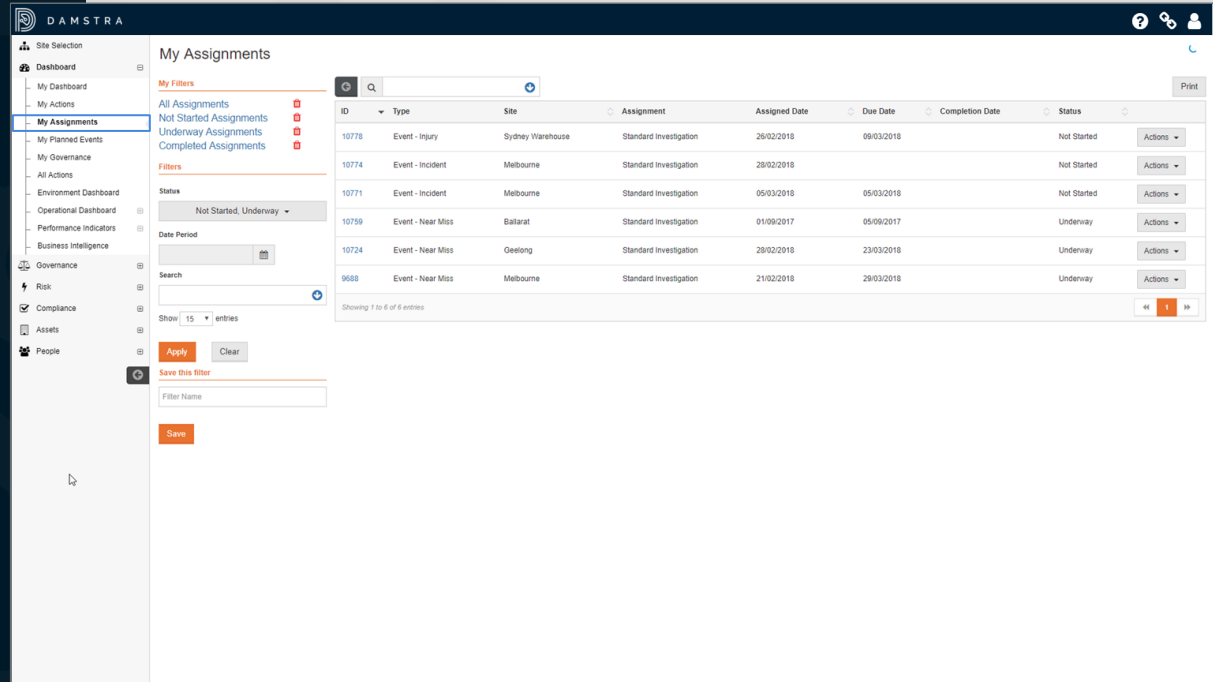
Manage

# Causal Analysis

## My Assignments

Accessing the Standard Investigations 'Causal Analysis' is done via the 'My Assignments' module.

This is Located under 'Dashboard' in the menu bar.



The screenshot displays the 'My Assignments' page in the DAMSTRA system. The interface includes a left-hand navigation menu with options like 'Dashboard', 'My Actions', and 'My Assignments'. The main content area shows a table of assignments with columns for ID, Type, Site, Assignment, Assigned Date, Due Date, Completion Date, and Status. Below the table are filter options for status and date period, and a search bar. The table contains 6 entries, with the first one being 'Event - Injury' at 'Sydney Warehouse'.

ID	Type	Site	Assignment	Assigned Date	Due Date	Completion Date	Status	Actions
10778	Event - Injury	Sydney Warehouse	Standard Investigation	26/02/2018	09/03/2018		Not Started	Actions
10774	Event - Incident	Melbourne	Standard Investigation	28/02/2018			Not Started	Actions
10771	Event - Incident	Melbourne	Standard Investigation	05/03/2018	05/03/2018		Not Started	Actions
10759	Event - Near Miss	Ballarat	Standard Investigation	01/09/2017	05/09/2017		Underway	Actions
10724	Event - Near Miss	Geelong	Standard Investigation	28/02/2018	23/03/2018		Underway	Actions
9688	Event - Near Miss	Melbourne	Standard Investigation	21/02/2018	29/03/2018		Underway	Actions

# Causal Analysis

## My Assignments cont.

**Locate** the required event either via the filter and register functionalities or by searching directly for the event ID.

The screenshot displays the 'My Assignments' interface in the DAMSTRA system. On the left is a navigation menu with categories like Site Selection, Dashboard, My Actions, My Assignments (highlighted), My Planned Events, My Governance, All Actions, Environment Dashboard, Operational Dashboard, Performance Indicators, Business Intelligence, Governance, Risk, Compliance, Assets, and People. The main content area is titled 'My Assignments' and includes a search bar, a 'Print' button, and a table of assignments. The table has columns for ID, Type, Site, Assignment, Assigned Date, Due Date, Completion Date, Status, and Actions. Below the table are filter controls for Status (Not Started, Underway), Date Period, and Search, along with 'Apply', 'Clear', and 'Save This Filter' buttons. A 'Filter Name' input field and a 'Save' button are also present.

ID	Type	Site	Assignment	Assigned Date	Due Date	Completion Date	Status	Actions
10778	Event - Injury	Sydney Warehouse	Standard Investigation	26/02/2018	09/03/2018		Not Started	Actions
10774	Event - Incident	Melbourne	Standard Investigation	28/02/2018			Not Started	Actions
10771	Event - Incident	Melbourne	Standard Investigation	05/03/2018	05/03/2018		Not Started	Actions
10759	Event - Near Miss	Ballarat	Standard Investigation	01/09/2017	05/09/2017		Underway	Actions
10724	Event - Near Miss	Geelong	Standard Investigation	28/02/2018	23/03/2018		Underway	Actions
9688	Event - Near Miss	Melbourne	Standard Investigation	21/02/2018	29/03/2018		Underway	Actions

# Causal Analysis

## Edit Event

Edit the event to action the required changes.

Initiating the edit - either by:

**Clicking** the 'Event ID' to view the record, then **click** 'Actions' and 'Edit'.

The screenshot displays the 'My Assignments' page in the DAMSTRA system. The interface includes a sidebar with navigation options such as 'My Assignments', 'My Actions', 'My Governance', 'My Planned Events', 'My Environment Dashboard', 'Operational Dashboard', 'Performance Indicators', 'Business Intelligence', 'Governance', 'Risk', 'Compliance', 'Assets', and 'People'. The main content area shows a table of assignments with columns for ID, Type, Site, Assignment, Assigned Date, Due Date, Completion Date, and Status. The table contains 6 entries, with the first entry (ID 10778) highlighted. Below the table, there are buttons for 'Apply', 'Clear', 'Save This Filter', and 'Save'. The 'Save This Filter' section includes a 'Filter Name' input field.

ID	Type	Site	Assignment	Assigned Date	Due Date	Completion Date	Status	Actions
10778	Event - Injury	Sydney Warehouse	Standard Investigation	26/02/2018	09/03/2018		Not Started	Actions
10774	Event - Incident	Melbourne	Standard Investigation	28/02/2018			Not Started	Actions
10771	Event - Incident	Melbourne	Standard Investigation	05/03/2018	05/03/2018		Not Started	Actions
10759	Event - Near Miss	Ballarat	Standard Investigation	01/09/2017	05/09/2017		Underway	Actions
10724	Event - Near Miss	Geelong	Standard Investigation	28/02/2018	23/03/2018		Underway	Actions
9688	Event - Near Miss	Melbourne	Standard Investigation	21/02/2018	29/03/2018		Underway	Actions

# Causal Analysis

## Edit Event cont.

OR  
Clicking 'Actions' then 'Edit'.

The screenshot displays the DAMSTRA web application interface. The main view is titled 'Events' and shows a table of incident records. The table has columns for ID, Case #, Subject, Date, Event Type, Category, Person Type, Name, Site, and Status. A dropdown menu is open over the 'Actions' column for the first event, showing options: View, Edit, Print, Lock, Archive, and Delete. An inset window shows the 'Edit Event - 10778' form, which includes fields for Case #, Subject, Date, Event Type, Category, Person Type, Name, Site, and various checkboxes and dropdowns for event details.

ID	Case #	Subject	Date	Event Type	Category	Person Type	Name	Site	Status
10778		Being hit by moving objects (05)	21/02/2018	[S] Injury	Confusion	Third Party	Lee Brammell	Sydney Warehouse	Pending Not Started

# Causal Analysis

## Standard Investigation

Click the 'Standard Investigation' tab.

The screenshot displays the DAMSTRA web application interface for editing event 10778. The 'Standard Investigation' tab is selected, showing a form with the following sections:

- Type of Event:** Radio buttons for Injury (selected), Illness, Incident, and Near Miss.
- Reporter / Person Involved:** Fields for Person Reporting (Worker), Reporter Name (Luke Sullivan), Person Involved (Third Party/Visitor), Person Involved Name (Lee Brammell), Supervisor (Rebecca Corson), and Sensitive Event (checked).
- Location & Subject:** Fields for Accountable Site (ABC Group → ABC Industries Australia → New South Wales), Department (Workshop), Location (Warehouse shop floor next to lathe # 4), GPS Location (with an Edit button), Event Date (21/02/2018), Event Time (11:55), Person Started Work at (00:00), and Subject (Being hit by moving objects (05)).

An inset window shows a detailed view of the event, including a list of involved parties and their roles.

# Causal Analysis

## Causal Analysis Section

The 'Causal Analysis' section will display any identified root causes, breaking them down into their component:

'Classification', 'Group', 'Factor' and 'Underlying Cause'.

The screenshot displays a software interface for incident management. The 'Causal Analysis' section is highlighted, showing a search bar and a table with columns for 'Classification', 'Group', 'Factor', and 'Underlying Cause'. The table contains three rows of data:

Classification	Group	Factor	Underlying Cause	Actions
Human Factors	Training	Provision	No induction training	Actions
Systems	Audits & Inspections	Application	Results not communicated	Actions
Systems	Management	Application	Poor communication	Actions

# Causal Analysis

## Add New

To Add a new root cause **click** 'Add'.

And complete all fields in order from top to bottom.

Selecting the required options from the 'Classification', 'Group', 'Factor' and finally the 'Underlying Cause' dropdowns.

Each selection made will determine the options available in the next dropdown field.

### Causal Analysis Components

Fully configurable in settings > Event causal analysis.

The screenshot shows the 'Add New' form for Causal Analysis. The form is divided into several sections:

- Date Due:** 09/03/2018
- Completion Date:** Please select date
- Findings:** 30/2/18 See SI form uploaded. 30/2/18 Visited warehouse and have found that 'no go' zones have been marked but NOT refreshed for sometime and are not easily identifiable. Also noted that safety guard on lathe # 4 had been removed - when questioned operator stipulated that the guard was faulty and was reported on 13/2/18 but nothing had been done and he had removed it in order to see. 30/2/18 Met with all parties have found that Lee was not given an induction to the warehouse and was standing in a 'no go' zone on the shop floor.
- View Witness Statements:** Search, Witness Type, Witness Name, Notes, Attached File. No data available in table.
- Causal Analysis:** Classification \* (Environment), Group \* (Building conditions), Factor \* (Work space), Underlying Cause (Poorly maintained area).
  - Cramped conditions
  - Confined space
  - Poor access / egress
  - Missing hand rails
  - Blocked exits
  - Road traffic congestion
  - Neighbors hazards
  - Incorrect setup
  - Poor ergonomics
  - Too many workers involved
  - Poorly maintained area
  - Known hazards
  - Poor housekeeping
  - Poor stacking
- Corrective Actions:** Search, ID, Action, Person Responsible.
- Actual Event Outcome:** Probability, Consequence, Risk Description.
- Potential Event Outcome:**

# Causal Analysis

## Save New

Once done.

Click 'Save Causal Analysis'.

The root cause will be saved to the register.

Repeat these steps whenever a new root cause needs to be loaded

The screenshot shows a software interface for managing causal analysis. The top section is a form for creating a new analysis, with a search bar and several dropdown menus. The 'Underlying Cause' dropdown is highlighted with an orange box, and a button labeled 'Save Causal Analysis' is also highlighted in orange. Below the form, there are two tables. The first table is empty, with a search bar and columns for ID, Action, Person Responsible, Completion Due, and Status. The second table is populated with data, showing a table with columns for Classification, Group, Factor, Underlying Cause, and Actions. The first row of data is highlighted with a blue border.

Classification	Group	Factor	Underlying Cause	Actions
Environment	Building conditions	Work space	Poorly maintained area	Actions
Human Factors	Training	Provision	No induction training	Actions
Systems	Audits & Inspections	Application	Results not communicated	Actions
Systems	Management	Application	Poor communication	Actions

# Causal Analysis

## Edit/Delete

If a root cause needs to be Edited or Deleted this can be done via the 'Actions' button.

The screenshot displays a software interface for Causal Analysis. The interface is divided into several sections: 'View Witness Statements', 'Causal Analysis', and 'Corrective Actions'. The 'Causal Analysis' section contains a table of root causes with columns for Classification, Group, Factor, and Underlying Cause. An 'Actions' menu is open over the table, showing 'Edit' and 'Delete' options. The 'Corrective Actions' section contains a table with columns for ID, Action, Person Responsible, Completion Due, and Status. The 'Actual Event Outcome' section is partially visible at the bottom.

**View Witness Statements**

Search: [ ] Add

Witness Type	Witness Name	Notes	Attached File
No data available in table			

Show: 10 entries | Showing 0 to 0 of 0 entries

**Causal Analysis**

Search: [ ] Add

Classification	Group	Factor	Underlying Cause	Actions
Environment	Building conditions	Work space	Poorly maintained area	Actions
Equipment / Design	Tools	Maintenance	Insecure fixings	Actions
Human Factors	Training	Provision	No induction training	Actions
Systems	Audits & Inspections	Application	Results not communicated	Actions
Systems	Management	Application	Poor communication	Actions

Show: 10 entries | Showing 1 to 5 of 5 entries

**Corrective Actions**

Search: [ ] Add

ID	Action	Person Responsible	Completion Due	Status
No data available in table				

Show: 10 entries | Showing 0 to 0 of 0 entries

**Actual Event Outcome**

Probability: [ ] -- Please Select -- [ Help ]

# Causal Analysis

## Update/Save

Then scroll to the bottom of the tab.

If actioning this in a Pending Event:

'Update Pending event' will save the entered details and leave the event in a Pending status.

'Save to Events' will save the entered details and save the event into an Active Event.

This screenshot shows a software interface with a search bar at the top. Below it are several sections: 'Witness Type' with a dropdown menu and a 'Notes' field; 'Causal Analysis' with a search bar and a 'Group' dropdown; 'Corrective' with an 'ID' field; and 'Actual Event' with fields for 'Probability', 'Consequence', and 'Risk Description'. At the bottom, there are two buttons: 'Update Pending Event' (highlighted with a blue box) and 'Save to Events' (highlighted with an orange box). A text box is overlaid on the 'Update Pending Event' button.

Update Pending Event  
Saves all entered details  
and leaves the event as  
'Pending'.

This screenshot shows a similar software interface to the one above. It includes the same search bar and sections: 'Witness Name', 'Causal Analysis', 'Corrective', and 'Actual Event'. At the bottom, there are two buttons: 'Update Pending Event' (highlighted with an orange box) and 'Save to Events' (highlighted with a blue box). A text box is overlaid on the 'Save to Events' button.

Save to Events  
Saves all entered details  
and saves the event as  
'active'.

# Causal Analysis

## Update/Save cont.

If actioning this in an Active Event:

'Save' will save the entered details

The screenshot displays a software interface for Causal Analysis. It features a table with columns for Classification, Group, Factor, and Underlying Cause. Below the table is a 'Corrective Actions' section with a search bar and a table with columns for ID, Action, Person Responsible, and Status. A callout box points to the 'Save to Events' button at the bottom left, stating 'save to events saves all entered details.' The interface also includes a 'Save to Events' button at the bottom left and a 'Cancel' button at the bottom right.

Classification	Group	Factor	Underlying Cause	Actions
Environment	Building conditions	Work space	Poorly maintained area	Actions
Equipment / Design	Tools	Maintenance	Insecure fittings	Actions
Human Factors	Training	Provision	No induction training	Actions
Systems	Audits & Inspections	Application	Results not communicated	Actions
Systems	Management	Application	Poor communication	Actions

Corrective Actions

ID	Action	Person Responsible	Status
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Save to Events

Cancel

Help

# Causal Analysis Saved

**Success**  
Record saved successfully!

**DAMSTRA**

Site Selection  
Dashboard  
Governance  
Risk  
Events  
Event Register Reviews  
Emergency  
Formal Investigation  
JSA / SWMS  
Multiple Risk Assessment  
Risk Assessment  
Risk Register Review  
Compliance  
Assets  
People

### Events

**My Filters**

- Pending All
- Pending Injury
- Pending Illness
- Pending Incident
- Pending Near Miss
- Active All
- Active Injury
- Active Illness
- Active Incident
- Active Near Miss

**Filters**

Sensitive

**Event**  
None Selected

**Status**  
All selected (3)

**Event Type**  
All selected (4)

**Search**

Show 15 entries

**Apply** **Clear**

**Save this filter**

Filter Name

**Save**

Q 1

ID	Case #	Subject	Date	Event Type	Category	Person Type	Name	Site	Status	Actions
10778		Being hit by moving objects (05)	21/02/2018	[S] Injury	Contusion	Third Party	Lee Brammell	Sydney Warehouse	Not Started	Actions
10777		Being hit by moving objects (05)	09/02/2018	Near Miss	Activity/Task	Third Party	Mary Lamb	New Forest	Not Started	Actions
10776		Being hit by moving objects (05)	09/02/2018	Near Miss	Activity/Task	Third Party	Mary Lamb	New Forest	Pending Not Started	Actions
10775		Being hit by moving objects (05)	09/02/2018	Near Miss	Activity/Task	Third Party	Mary Lamb	New Forest	Pending Not Started	Actions
10774		Avalanche	09/02/2018	Incident	Environment	Third Party	Mary Lamb	Melbourne	Pending Not Started	Actions
10773		Avalanche	09/02/2018	Incident	Environment	Third Party	Mary Lamb	Melbourne	Pending Not Started	Actions
10772		Avalanche	09/02/2018	Incident	Environment	Third Party	Mary Lamb	Melbourne	Pending Not Started	Actions
10771		Avalanche	09/02/2018	Incident	Environment	Third Party	Mary Lamb	Melbourne	Pending Not Started	Actions
10770		Falls on the same level (including trips and slips) (02)	03/11/2017	Near Miss	Other	Worker	Jack Brazier	Melbourne	Completed	Actions
10769		Outdoor environment	11/10/2017	Incident	Spill	Worker	Rebecca Corson	Melbourne	Completed	Actions
10768		Powered equipment, tools and appliances	03/10/2017	Near Miss	Other	Worker	Kyle Perry	Melbourne	Completed	Actions
10767		Foreign Body	29/09/2017	Injury	Foreign body	Worker	Jethan Abuzar	Geelong	Completed	Actions
10766		Other muscular stress (10)	11/07/2017	Injury	Strain	Worker	Mickey Earl	Ballarat	Completed	Actions
10765		Other muscular stress (10)	25/09/2017	Injury	Strain	Worker	Mickey Earl	Ballarat	Completed	Actions
10764		Being hit by moving objects (05)	21/09/2017	Incident	Damage	Worker	Lee Jenkins	Geelong	Completed	Actions

Showing 1 to 15 of 54 entries

1 2 3 4

**Help**

