Title (Encode Sans Wide 24 pt)

root cause IMPROVEMENT (RCI) report

Site:

OARS Incident #:

Date:

Prepared By:

## section 1: general incident information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Incident** |  | **Time of Incident** |  | | |
| **Location (Bldg)** |  | **Room** |  | | |
| **Date Reported** |  | **Time Reported** |  | | |
| **OARS Incident Number** |  | **Reported By** |  | | |
| **Person(s) Involved** | *Name* | *Job Title* | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
| **Interviewee(s)**  **Or**  **Witness(es)** | *Name* | *Job Title* | | Witness | Interviewee |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
| **RCI Team Members** | *Name* | *Role / Job Title* | | | |
|  |  | | | |
|  |  | | | |
| **RCI Method(s) Used** | Time Line | | | | |

## section 2: executive summary

Overview of incident, findings, recommendations.

Policies and procedures to minimize the potential for injury from \_\_\_\_\_\_\_ were not followed. This incident provides an opportunity to improve practices to protect employees from future \_\_\_\_\_\_\_\_\_.

The Root Cause Improvement process led to suggested improvements for the following UW Facilities’ standards, policies, administrative controls (SPACs) to reduce the risk of recurrence.

* \_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_

In addition, the following actions are advised for the affected personnel:

* Coach \_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_

## Section 3: previous incidents

If applicable, detail any similar incident(s) that occurred.

## section 4: incident description

Detail the sequence of events that lead to, during and after the loss event.

## section 5: Immediate actions taken

If applicable, detail any immediate actions taken to prevent reoccurrence.

## section 6: Timeline flowchart

See attached.

## section 7: positive actions

Examples such as following procedures, timely reporting, actions taken to protect the occupants of the area, preserving evidence, etc.

* \_\_\_\_\_
* \_\_\_\_\_
* \_\_\_\_\_

## section 8: root causes indentified

|  |  |
| --- | --- |
| **Causal Factor**  **(Personnel Behavior / Equipment Failure)** | **Root Cause**  **(Management SPACs)** |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

## section 9: improvement plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Root Causes** | **Improvements** | **Assigned To** | **Complete**  **By** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

## section 10: rci report endorsements

RCI Lead Date

RCI Member Date

Department Manager/Director Date