



## MACHINE DATA COLLECTION INSTRUMENT

**Case ID:** \_\_\_ **MI** \_\_\_  
**Date of Investigation** \_\_\_/\_\_\_/\_\_\_

**Respondent** \_\_\_

<b>Victim Information</b>		
1. Was the victim performing a task that was not a part of their normal work duties/tasks?	01. Yes 02. No	9. Unknown
2. Was anyone within direct visual or verbal contact with victim at the time of the incident?	01. Yes 02. No (Go to Q4)	9. Unknown (Go to Q4)
3. Was this direct contact maintained for safety purposes?	01. Yes 02. No	9. Unknown
4. How familiar was the victim with the task being performed at the time of the incident?	01. Not familiar 02. Somewhat familiar	03. Very familiar 9. Unknown
5. How often did victim do this task? (if variable amounts, ask about the month prior to the incident)	01. First time ever? 02. Less than once per week 03. About once per month 04. Sporadically (during a month) 05. One or more times per week 06. Daily or almost daily 07. Monthly 08. Other _____ 9. Unknown	
6. How long had it been since the task was last performed by the victim?	01. > 1 week before incident 02. < 1 week before incident 03. 1 month before incident 04. 6 months to 1 year before incident 05. >1 year before incident 06. Earlier in day 07. Other _____ 9. Unknown	
<b>6a. Notes:</b>		
<b>Incident Information</b>		
7. The victim's work area at the time of the incident was: (check all that apply)	01. Usual work area 02. Unfamiliar work area 03. Limited Access work area 04. Restricted work area 05. Unauthorized work area 06. Authorized work area 9. Unknown	

8. Was the machine equipped with an emergency shut-off device?	01. Yes 02. No	03. NA 9. Unknown
9. What was the condition of the operating controls of the machine? (Circle all that apply)	01. Satisfactory 02. Controls not clearly labeled 03. Controls for different operating functions shaped the same 04. Braking devices inoperable 05. Controls not operating freely (sticking) 06. Control knobs/levers damaged or missing 07. Other (Specify) _____ 08. Other (Specify) _____ 09. Unknown	
10. What conditions existed (if any) in the area of the machine operator's station that would restrict the operator's visibility? (Circle all that apply)	01. Visibility not restricted 02. Broken windshield or windows 03. Configuration of machine operator station 04. Machine component (bucket, exhaust stack, etc.) 05. Dirty windshield or windows 06. Broken windows blocked with wood, cardboard, etc. 07. Location of operator station 08. Other (Specify) _____ 09. Other (Specify) _____ 99. Unknown	
11. What was nature of working surface at the incident site?	01. Level 02. Sloping (specify angle or % grade) 03. Uneven (pitted, rolling terrain, slight dips) 04. Concrete floor (indoors) 05. Concrete floor (outdoors) 06. Other (Specify) _____ 9. Unknown	
<b>11a. General Incident Description</b> [Provide a brief detailed description of the activities being performed by the victim (pre-event, event, post-event)] _____ _____ _____ _____ _____ _____ _____ _____		
<b>Company Training Program</b> <small>(Check all that apply to training received by company employees?)</small>		
12. Does the company require machine operator certification?	01. Yes 02. No	03. NA 9. Unknown
13. Does the company require machine operator licensing?	01. Yes 02. No	03. NA 9. Unknown
14. Are machine operators tested for proficiency?	01. Yes 02. No	03. NA 9. Unknown

**14a. Additional Notes on company training programs**

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**Machine Guarding**

15. Were machine guards/shields in place at the time of the incident?	01. Yes (Go to Q17) 02. No	03. NA (Go to Q21) 9. Unknown (Go to Q21)
16. Why were the guards/shields not in place?	01. Convenience of operation (eg device slowed process/production) 02. Removed previously but not replaced 03. Machine parts never guarded 04. Maintenance/repair 05. Machine adjustment 06. Equipment defect (could not operate with guards in place) 07. Other (Specify) _____ 08. Other (Specify) _____ 09. Guard not needed 99. Unknown	
17. Did the condition of the guards/shields, at the time of the incident, increase the potential for the fatality to occur?	01. Yes 02. No (Go to Q19)	9. Unknown (Go to Q19)
18. What was the condition of the guards/shields, before the incident, which may have increased the potential for the fatality?	01. Broken 02. Bent 03. Improper shield	04. Other (specify) _____ 9. Unknown
19. Was the guard/shield adequately designed to prevent the fatality?	01. Yes (Go to Q21) 02. No	9. Unknown (Go to Q21)
20. What feature(s) of the guard/shield may not have been adequately designed to prevent the fatality?	01. Size 02. Mounting position 03. Adjustment range 04. Other (Specify) _____ 05. Other (Specify) _____ 9. Unknown	
21. Were perimeter barriers in place around stationary machines?	01. Yes 02. No	03. NA 9. Unknown

**Lockout/Tagout Program**

22. Does the company have a written lockout/tagout program?	01. Yes 02. No	03. NA 9. Unknown
23. Are all employees trained according to their involvement in the lockout/tagout program?	01. Yes 02. No	03. NA 9. Unknown
24. Are there machine specific lockout/tagout procedures?	01. Yes 02. No	03. NA 9. Unknown

**24a. Other information pertaining to lockout/tagout program**

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**General Machine Information**

25. Machine Type	01.	9. Unknown
26. Manufacturer	01.	9. Unknown
27. Model Number	01.	9. Unknown

28. Serial Number	01.	9. Unknown
29. Age/Year Machine Built	01.	9. Unknown
30. Circle all that apply to general information about the machine:	01. Purchased New 02. Purchased Used 03. Leased long term 04. Rented short term 05. Equipped w/ operator manual 06. Equipped w/ safety manual 07. Equipped with maintenance manual	08. Equipped with manufacturers specification/prints 09. Equipped with maintenance records 10. Machine being used for the purpose for which it was built 11. Lack of maintenance a possible factor in the incident 12. Rebuilt/reconstructed 13. Other _____ 14. Other _____
31. Type of Machine involved in incident	01. Agricultural (Use Farm Supplement) 02. Lifting machine and appliances (Use Lifting machine supplement) 03. Earth moving, scraping, excavating (Use Earth moving machine supplement) 04. Logging (Use Logging Supplement) 05. Mining and earth drilling (Go to Q32) 06. Metal working (Go to Q33) 07. Woodworking or forming machines (Go to Q34) 08. Prime movers, except electrical motors (Go to Q35) 09. Transmission machinery (Go to Q36) 10. Other Machines (Go to Q37)	
32. What type of mining and earth drilling machinery was involved in the incident? (After completion, go to Q38)	01. Bore or drill (land or seabed) 02. Shaft hoist 03. Shaft lift 04. Under cutter 05. Other (Specify) _____ 9. Unknown	
33. What type of metal working machinery was involved in the incident? (After completion, go to Q38)	01. Abrasive wheel 02. Forging machine 03. Lathe 04. Mechanical shears 05. Metal drilling machine 06. Metal milling machine 07. Metal power press 08. Metal rolling mill 09. Metal sawing machine 10. Other (Specify) _____ 99. Unknown	
34. What type of woodworking or forming machine was involved in the incident? (After completion, go to Q38)	01. Band saw 02. Bench saw 03. Circular saw 04. Moulding machine 05. Overhead plane 06. Powered saw (except hand) 07. Radial saw 08. Sander	

	09. Other (Specify) _____ 99. Unknown
35. What type of prime mover was involved in the incident? (After completion, go to Q38)	01. Gas turbine 02. Internal combustion engine 03. Steam engine 04. Water driven turbine 05. Hydraulic 06. Electric 07. Other (Specify) _____ 9. Unknown
36. What type of transmission machinery was involved in the incident? (After completion, go to Q38)	01. Belt 02. Cable 03. Chain 04. Gear 05. Pinion 06. Pulley 07. Shaft 08. Other (Specify) _____ 9. Unknown
37. What type of miscellaneous machinery was involved in the incident? (After completion, go to Q38)	01. Clothing manufacturing machine 02. Foodstuff or Beverage manufacturing machine 03. Paper manufacturing machine 04. Printing machine 05. Spinning, weaving and textile machines 06. Other (Specify) _____ 9. Unknown
38. Was the machine involved in the incident a stationary machine? (machine rigidly mounted in a fixed location, that is not capable of changing its physical location under its own power)	01. Yes (Go to Q40) 02. No 9. Unknown
39. Was the machine involved in the incident a mobile machine? (machine capable of changing its physical location under its own power, even if not moving at the time of the incident)	01. Yes (Go to Q41) 02. No 9. Unknown
<b>39a. Notes:</b>	
<b>Stationary Machine</b>	
40. Check all stationary machine information that applies:	01. Equipped with operable emergency shut-off device 02. Equipped with inoperable emergency shut off device 03. Equipped with panic bar 04. Equipped with emergency stop button 05. Equipped with emergency stop cord 06. Equipped with deadman control 07. Emergency shut-off device clearly identifiable/visible 08. Emergency shut-off device easily accessible to the victim at the time of the incident 09. Emergency shut-off device easily accessible to other workers in the work area 10. Failure of a safety device a possible factor in the incident 11. Pressure sensitive areas 12. Other (Specify) _____ 13. Other (Specify) _____

**40a. Any other information pertaining to the stationary machine:**

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**Mobile Machine**

41. Check all mobile machine information that applies

- 01. Stationary when incident occurred
- 02. Traveling forward when incident occurred
- 03. Traveling in reverse when the incident occurred
- 04. Traveling uphill when the incident occurred
- 05. Transversing slope when the incident occurred
- 06. Machine component failure a factor in the incident
- 07. Safety device failure a factor in the incident
- 08. Incident involved a rollover
- 09. Machine manufactured with ROPS
- 10. Machine equipped with retrofit ROPS
- 11. Machine equipped with functioning operator restraint system
- 12. Operator restraint system being used at time of incident
- 13. Machine equipped with functioning back-up alarm system
- 14. Backup alarm system unintentionally damaged
- 15. Back-up alarm system unintentionally disabled
- 16. Machine powered or transported by other machine (wood chipper, hay baler)
- 17. Machine equipped with functional mirror
- 18. Cab glass intact
- 19. Cab glass clean
- 20. Other (Specify) \_\_\_\_\_
- 21. Other (Specify) \_\_\_\_\_

**41a. Any other information pertaining to the mobile machine:**

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**Environmental Conditions**

42. Circle all environmental conditions that existed at the time of the incident:

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|-------------------|---------------------------|
| 01. Poor lighting | 09. Artificial lighting   |
| 02. Dust          | 10. Working at night      |
| 03. Glare         | 11. Hot conditions        |
| 04. Fog           | 12. Freezing conditions   |
| 05. Sunlight      | 13. Snowing               |
| 06. Wind          | 14. Other (Specify) _____ |
| 07. Rain          | 15. Other (Specify) _____ |
| 08. Noise         | 99. Unknown               |

43. Circle all other ground/site surface conditions which may have impacted the incident:	01. Dry 02. Wet 03. Muddy 04. Rutted 05. Plowed ground 06. Rocky (Rocky soil) 07. Rocks on top of soil surface 08. Scattered Tree limbs on ground 09. High grass obstructing the view of ground surface	10. Frozen 11. Snow covered 12. Moderate to heavy brush/slash 13. Swamp/bog 14. Other (Specify) _____ 15. Other (Specify) _____ 16. NA 99. Unknown
<b>Fire Information</b>		
44. Was a fire involved in the incident?	01. Yes 02. No (Go to Q50)	9. Unknown (Go to Q50)
45. What was the type of fire?	01. Chemical 02. Electrical	03. Combustible 9. Unknown
46. Did fire originate in piece of farm equipment?	01. Yes 02. No (Go to Q48)	9. Unknown (Go to Q48)
47. Enter farm equipment code	___ ___ (3 digit code)	
48. What type of equipment was involved in the fire?		
49. Did the fire start because of equipment failure?	01. Yes 02. No (Go to Q50)	9. Unknown (Go to Q50)
<b>49a. Describe equipment failure that may have contributed to the cause of the fire:</b> _____ _____ _____		
<b>Entanglement</b>		
50. Did the victim become entangled in the machine?	01. Yes 02. No (END)	9. Unknown (END)
51. Did the manufacturer recommend the machine be shut down during performance of the task being performed at the time of the incident?	01. Yes 02. No	9. Unknown
52. Were there warning labels present on the machine, or on the shields and guards to alert the operator of the hazards of entanglement?	01. Yes 02. No	9. Unknown
53. Did clothing contribute to entanglement in the equipment?	01. Yes 02. No (Go to Q55)	03. Unknown (Go to Q55)
54. What clothing contributed to entanglement in the equipment?	01. Jacket 02. Long-sleeve shirt 03. Tie 04. Trousers 05. Belt/Suspenders 06. Gloves	07. Other (Specify) _____ 08. Other (Specify) _____ 9. Unknown
55. Did entanglement occur in a normally unguarded or unshielded part(s) of the machine?	01. Yes 02. No (END)	9. Unknown (END)
<b>55a. Describe the parts of the machine in which entanglement occurred, clearly specify if parts are normally unguarded and state why.</b>   		

# NOTES/ SKETCHES/ PICTURES



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