**Mishap Review Questions**

**Bodily Injury Mishaps**

This worksheet will help you use the Five M method to gather data when reviewing a bodily injury mishap. These may include slips/trips/falls, illness, sports injuries, or bumps and bruises. Every mishap is unique and represents one or more risks that need to be addressed. These questions are just a starting point to gather data before filling out the Mishap Review Template. Look at all factors and how they might have influenced this mishap.

**Members** – *How did the injured member, or other participants influence this mishap?*

*- Was the member fatigued? Distracted? Were they “out of control” in their movements?*

*- Was the member physically capable of performing the task that resulted in the injury?*

*- What were they doing when the injury occurred?*

*-- We’re they performing the task properly? As briefed or trained?*

*- Ask the injured member what went wrong, and how it could be prevented.*

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**Media** – *How did the environment or surroundings affect the mishap?*

*- Was the weather a factor? Hot? Cold? Raining?*

*- What was the surface like? Gravel? Grass? Wet? Uneven? Proper surface for event?*

*- Were there obstacles, clutter, or anything else that got in the way?*

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**Machine** *– Consider equipment, clothing, machinery, etc.*

*- Was the member’s footwear, clothing, gear suitable for the event? Did it fit?*

*-- Was it a factor in the mishap?*

*- If the member was injured using a piece of equipment, consider the following:*

*-- Was it suitable for the task? Was it well maintained?*

*-- Did it break or malfunction?*

*-- Was the member trained and authorized to use that equipment?*

*- Was personal protective equipment worn (gloves, helmets, boots, etc.)?*

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**Mission/Activity** – *Consider the activity or task being performed at time of injury*

*- Was the mission, activity, task appropriate for the age and skill level of the member?*

*- Was the Mishap Activity planned and a risk assessment performed? Safety brief given?*

*-- All members aware of hazards and approved risk controls?*

*- Was the plan followed? What went “wrong” in the plan?*

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**Management** – *Review all applicable guidance for the activity*

*- Was the activity properly approved and supervised? Spotters if required?*

*- If a prospective cadet was involved, was the injured person only participating in authorized*

*activities?*

*- Does any wing/region/national guidance specifically address this situation?*

*-- Is there a need for guidance or training to address this situation?*

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**Mishap Summary** -- *Summarize the sequence of events that led up to and resulted in the mishap. Describe how each factor included in your Data Summary may have contributed to the mishap*

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**Causal Factors** -- *List the one or more causal factors; if not for these one or two specific events, the mishap would not have occurred. See CAPR 160-2, paragraph 6.8.3.1.*

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**Contributing Factors** -- *Contributing factors are preconditions or situations, found in your review of the Five Ms, which set the stage for the causal factor and the mishap or increased the severity or scope of the mishap. These are the areas where improvements or additional risk controls may be directed.*

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**Non-Factor Worthy of Discussion (NFWOD)** -- *List other issues or weaknesses that were discovered during the review process. These may not have contributed to this mishap but could be targets for improvement or new risk controls.*

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**Recommendations** – *As the Review Officer, you are very familiar with this mishap. Make recommendations on how to address contributing factors and help prevent similar mishaps.*

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