

INCIDENT INVESTIGATION FORM

Section A: Information

Step 1

Company Name: _____

Date: _____

Investigator (or) Team Name (s) and Titles:

Name

Title

Section B: Incident Description/Injury Information

Step 2&3

1) Name and Age of Injured Employee: _____

Employee's first language: _____

Employee's Job Title: _____

Job at time of injury: _____

Type of employment: Full-time Part-time Temporary Seasonal Other: _____

Length of time with Company: _____

Length in current position at the time of the incident: _____

Description and severity of injury: _____

2) Date and time of incident: _____

3) Location of Incident: _____

NOTE: Items 4, 5, and 6 are used for both Step 1 and Step 2

4) Detailed description of incident: Include relevant events leading up to, during, and after the incident. *(It is preferred that the information is provided by the injured employee.)*

Use additional pages if needed

5) Description of incident from eye witnesses, including relevant events leading up to, during and after the incident. Include names of persons interviewed, job titles and date/time of interviews.

Use additional pages if needed

6) Description of incident from additional employees with knowledge, including relevant events leading up to, during and after the incident. Include names of persons interviewed, job titles and date/time of interviews.

Use additional pages if needed

Section C: Identify the Root Causes: What Caused/Allowed the Incident to Happen?

Step 3

The Root Causes are the underlying reasons the incident occurred, and are the factors that need to be addressed to prevent future incidents. If safety procedures were not being followed, **why were they not being followed?** If a machine was faulty or a safety device failed, **why did it fail?** It is common to find factors that contributed to the incident in several of these areas:

Equipment/machinery, tools, procedures, training or lack of training, and work environment. If these factors are identified, you must determine why these factors were not addressed before the incident.

Use additional pages if needed

Section D: Recommended Corrective Actions to Prevent Future Incidents

Step 4

Use additional pages if needed

Section E: Corrective Actions Taken/ Root Causes Addressed

Step 4

Use additional pages if needed