



# Sample Incident Investigation

Location: \_\_\_\_\_

Date of report: \_\_\_\_\_

Name of person completing report: \_\_\_\_\_

Describe where the incident occurred (e.g., inside the entryway to building #4):

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Who was injured? (name, address and phone number). Taken to the emergency room or hospital?

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Date and time the incident occurred:

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Weather conditions (if occurred outdoors):

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Injured person's statement of what happened:

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Manager/Supervisor's statement of what was reported to them:

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Witness description:

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Witnesses to the incident. Include workers and any other names and phone numbers.

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## Incident analysis

What conditions contributed most directly to this incident?

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What are the root fundamental causes of the incident?

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Was the incident a result of a violation of established safety policies? **Yes** **No**

If yes, explain:

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Are changes necessary in the operations or procedures to prevent this type of incident in the future? **Yes** **No**

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## Recommended corrective actions

Describe recommendations for corrective action(s):

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Schedule or date for the completion of corrective action(s):

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Primary investigator's signature

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Name (print)

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Date

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