



Sample Incident Investigation Report

Company name: _____

Location: _____

Date of report: _____

Name of person completing report:

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

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

Date and time incident occurred:

Weather conditions (if occurred outdoors):

Injured person's statement of what happened:

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

Witness description:

Witnesses to the incident. Include employees and any other
tenant or customer's names and phone numbers:

Incident Analysis

What conditions contributed most directly to this incident? _____

What are the root or fundamental causes of the incident? _____

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

If yes, explain: _____

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

Recommended Corrective Actions

Describe recommendations for corrective action(s): _____

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

Primary Investigator's Signature

Name (*print*)

Date

