

Sample Incident Investigation Report

Company: _____

Report number: _____

Operation: _____

Investigator: _____

Incident victim name: _____

Job title: _____

How long is employee with this company? _____

How long is employee on this job? (Attach this information for each additional person injured.)

Witnesses' names: _____

When did the incident occur?

Date: _____ Time: _____ Shift: _____

Where did the incident occur?

Department: _____ Location: _____

What happened?

Describe sequence of events and extent of injury, attach separate page, if needed.

Had a similar incident occurred? Yes No

What caused the incident?

List all causes and contributing factors, such as lack of supervision, inadequate training, poor equipment maintenance and inadequate policy.

How will the incident be prevented in the future?

List corrective actions already taken. Who did it and why was it done?

List corrective actions to be taken.
Who will do it and when will it be done?

Attach photographs, sketches of the scene or other relevant information.

Prepared by: _____ Title: _____ Date: _____

Prepared by: _____ Title: _____ Date: _____

Prepared by: _____ Title: _____ Date: _____

