

## Incident Investigation Form

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The following incident investigation form is to be used on **non-serious, first aid only** injuries. When a serious accident (requires more than first aid) has occurred, please use the : Accident Investigation Form.

The investigation of an incident (also known as a "near miss") can lead to the discovery of the cause(s) of that incident. It is often wondered why an incident should receive such attention. The answer is that every incident has the potential to be a serious accident, but for some unknown (or possibly known) reason, the accident didn't occur. The reason(s) the accident didn't happen need to be found as soon as possible. It may be the only chance to prevent an actual accident from happening. If it were to happen a second time, someone may be seriously or fatally injured.

This form will help to discover the event(s) that prevented an accident from occurring, as well as what may have caused the potential accident. This information may then be applied throughout your facility to help prevent future similar events from occurring.

incident investigation form

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**Incident (first-aid only) investigation form**

**Identification**

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Location where incident occurred: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Time of incident: \_\_\_\_\_  AM  PM Date of report: \_\_\_\_\_

Employee name: \_\_\_\_\_

Job title: \_\_\_\_\_ Department: \_\_\_\_\_

**Description** (Step-by-step, describe the actions, conditions, and decisions that led to the accident and what happened at the time of the incident.)

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Description of events: \_\_\_\_\_

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**Witness information**

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Witnesses' names and other details they provided: \_\_\_\_\_

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**Actions**

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What did the employee or another person do to lead to the incident? \_\_\_\_\_

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**Conditions**

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What condition or guarding of equipment, building, or premises was involved? \_\_\_\_\_

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incident investigation form

**Contributory factors**

What other factors may have lead up to or contributed to the incident?

**Corrective action**

What did you or others do to correct the conditions, which caused the incident, and what should be done to prevent other incidences like this from occurring?

Report submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature



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