

Incident Investigation Report

All injuries to people and damage to property as well as known near miss events that could have resulted in injury or damage should be investigated. This allows you to be aware of trends, determine root causes, and reduce negative events. This form does not replace the applicable work-related injury report forms required by your state.

Company	Date of incident
Location	Date of investigation
Process	Investigator
	Asst Investigator
Name of injured person	Title
Date of employment	Months at this job
Get witness statements from the following people	
Name of witness	Name of witness
Name of witness	Name of witness
Name of witness	Name of witness
Name of witness	Name of witness
Management policies and procedures that apply to this incident	
Equipment Involved	
Was the equipment used the right equipment/tool for the job?	
Was the equipment being used correctly?	
Was the employee trained on the use of the equipment?	
Did the equipment fail to perform correctly?	
Employee Involvement	
What was the task the employee was performing?	
Had the employee been trained for the task? Y/N When date: _____	
Was employee performing the task correctly?	
Environmental Considerations	
Visibility: Good/Bad	Line of sight: Good/Bad
Noise factors: Was noise a consideration? Y/N If yes, why?	
Housekeeping issues: Did housekeeping contribute to the incident? Y/N.	

