Incident Investigation Report Sample

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?

**Who will do it and when will it be done?**

List corrective actions to be taken.

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

Prepared by: Title: Date: Prepared by: Title: Date: Prepared by: Title: