



APPENDIX A: INCIDENT INVESTIGATION FORM

Form Section

Systems Approach

Section A: Information

Step 1

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Investigator (or) Team Name (s) and Titles:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

Section B: Incident Description/Injury Information

Step 1 and Step 2

1) Name and Age of Injured Employee: \_\_\_\_\_

Employee's first language: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_

Job at time of injury: \_\_\_\_\_

Type of employment:  Full-time  Part-time  Temporary  Seasonal  Other: \_\_\_\_\_

Length of time with Company: \_\_\_\_\_

Length in current position at the time of the incident: \_\_\_\_\_

Description and severity of injury: \_\_\_\_\_

2) Date and time of incident: \_\_\_\_\_

3) Location of Incident: \_\_\_\_\_

**NOTE: Items 4, 5, and 6 are used for both Step 1 and Step 2**

4) Detailed description of incident: Include relevant events leading up to, during, and after the incident. (It is preferred that the information is provided by the injured employee.)

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Use additional pages if needed

- 5) Description of incident from eye witnesses, including relevant events leading up to, during and after the incident. Include names of persons interviewed, job titles and date/time of interviews.

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- 6) Description of incident from additional employees with knowledge, including relevant events leading up to, during and after the incident. Include names of persons interviewed, job titles and date/time of interviews.

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**Section C: Identify the Root Causes: What Caused or Allowed the Incident to Happen? *Step 3***

The Root Causes are the underlying reasons the incident occurred, and are the factors that need to be addressed to prevent future incidents. If safety procedures were not being followed, **why were they not being followed?** If a machine was faulty or a safety device failed, **why did it fail?** It is common to find factors that contributed to the incident in several of these areas: equipment/machinery, tools, procedures, training or lack of training, and work environment. If these factors are identified, you must determine why these factors were not addressed before the incident.

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Use additional pages if needed

**Section D: Recommended Corrective Actions to Prevent Future Incidents *Step 4***

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Use additional pages if needed

**Section E: Corrective Actions Taken/ Root Causes Addressed *Step 4***

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Use additional pages if needed