



Incident investigation report

Company	Department	Site name
Event details		Location
Employee(s) involved		Date
		Time
Injuries or ill health effects, if any		
Investigation details Include details such as <ul style="list-style-type: none">- overview of the event- activities being performed- equipment used- working conditions- safety of working procedures- maintenance- competence of people involved- workplace layout- safety equipment used- any other conditions which may have influenced the event		



Incident investigation report

Causes of the event		
Immediate causes	Underlying causes	Root causes

Which risk control measures should be implemented to prevent recurrence?			
Risk control	Planned completion date	Actual completion date	Manager responsible

Which risk assessments and safe working procedures need to be reviewed and updated?			
Risk control	Planned completion date	Actual completion date	Manager responsible



Incident investigation report

Are there any further details that should be mentioned?	
---	--

Members of the investigation team		Name	Position	Name	Position

Signed on behalf of the investigation team			
Name	Position	Date	Signature

Report accepted by			
Name	Position	Date	Signature

The findings of this investigation need to be communicated to the following people			
Name	Position	Date	Signature