

Workplace Incident Investigation Form

Incident Information			
Date of Accident	Time	Location	Incident Type: <input type="checkbox"/> Injury <input type="checkbox"/> Fire <input type="checkbox"/> Property Damage <input type="checkbox"/> Spill <input type="checkbox"/> Near Miss
Injury Type: <input type="checkbox"/> First Aid <input type="checkbox"/> Medical Aid <input type="checkbox"/> Modified Work <input type="checkbox"/> Lost Time <input type="checkbox"/> Fatality			

INJURED PERSON				
Name of Person:		Age:	Phone:	
Length of Employment:		Job Title:		
Nature of Injury	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured Part of the Body
<input type="checkbox"/> Strain/Sprain	<input type="checkbox"/> Scratch/Abrasion	<input type="checkbox"/> Internal		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign Body	Remarks:	
<input type="checkbox"/> Laceration/Cut	<input type="checkbox"/> Burn/Scald	<input type="checkbox"/> Chemical Reaction		
Treatment	Name and Treatment of Treating Physician or Facility			
<input type="checkbox"/> First Aid				
<input type="checkbox"/> Emergency Room				
<input type="checkbox"/> Dr.'s Office				
<input type="checkbox"/> Hospitalization				

DAMAGED PROPERTY	
Property, Equipment, or Material Damaged	Describe Damage
Object or Substance Inflicting Damage	

Describe what happened (attach photographs if necessary)

ROOT CAUSE ANALYSIS (Check All that Apply)					
Unsafe Acts		Unsafe Conditions		Management Deficiencies	
Improper work technique		Poor workstation design or layout		Lack of written procedures or policies	
Safety rule violation		Congested work area		Safety rules not enforced	
Improper PPE or PPE not used		Hazardous substances		Hazards not identified	
Operating without authority		Fire or explosion hazard		PPE unavailable	
Failure to warn or secure		Inadequate ventilation		Insufficient worker training	
Operating at improper speeds		Improper material storage		Insufficient supervisor training	
By-passing safety devices		Improper tool or equipment		Improper maintenance	
Guards not used		Insufficient knowledge of job		Inadequate supervision	
Improper loading or placement		Slippery conditions		Inadequate job planning	
Improper lifting		Poor housekeeping		Inadequate hiring practices	
Servicing machinery in motion		Excessive noise		Inadequate workplace inspection	
Horseplay		Inadequate guarding of hazards		Inadequate equipment	
Drug or alcohol use		Defective tools/equipment		Unsafe design or construction	
Unnecessary haste		Insufficient lighting		Unrealistic scheduling	
Unsafe act of others		Inadequate fall protection		Poor process design	
Other:		Other:		Other:	

