

## INCIDENT INVESTIGATION REPORT

Step 1 – Initial Response: Assure the safety of others, secure the site and leave the scene intact, get treatment for injured/ill individuals if applicable

Step 2 – Information Gathering: Inspect the incident site and note everything you see as well as what you know about the procedures or rules for the area, date/time, if it was normal shift/working hours, normal job duties, proper training received, repetitive motion involved, etc.

Step 3 - Interviewing

Statements from injured/ill person(s):

Names, job titles, and statements of witness(es):

Statements from employees who perform the same job duties:

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Step 4 – Analysis and Conclusions

Contributory factors:

Root Cause:

Corrective Action(s):

ITEM NO.	DESCRIPTION	PERSON ACCOUNTABLE	TARGET DATE	DATE COMPLETED

Additional Notes:

Investigation Report Completed by:  
Title:

Date: