



# Workplace Accident / Incident Investigation - Template

## Details

Company Name:

Date and Time of Incident:

Type of Incident:

ILL-HEALTH

MINOR INJURY

NEAR MISS

SERIOUS INJURY

## Description of what happened

Write down what happened, where it happened and who it happened to.



# Workplace Accident / Incident Investigation - Template

---

## **Witness information**

Include all those with relevant information (whether present or not).

Include information from the person who was injured.



# Workplace Accident / Incident Investigation - Template

---

## Workplace conditions

## Plant equipment condition

## Working method used



# Workplace Accident / Incident Investigation - Template

## Training / supervision / experience

## Other factors, including personal protective equipment

## Analysis and outcome

### What was the immediate cause?



# Workplace Accident / Incident Investigation - Template

**What were the underlying causes or contributing factors?**

**What action is required to prevent similar occurrences?**

Include by whom and by when.

Signed: <input style="width: 90%;" type="text"/>	Position: <input style="width: 90%;" type="text"/>
--	--