



Accident/ Incident Investigation

An accident/ incident need to be investigated to identify contributing factors and prevent or reduce recurrence.

Name(s) of individuals involved in incident:

Department:

Supervisor(s):

Witness (if applicable):

Location of incident:

Date of incident:

Time of incident:

Name(s) of EHS staff investigating incident:

Description of job task being performed when incident occurred:

Description of incident (include materials, equipment and people involved):

Extent of injuries/damage:

Was employee provided training on hazards of work, including task-specific procedures, equipment, PPE, etc.?

Was adequate PPE required and worn? Specify PPE worn at time of incident.

Were standard operating procedures developed and followed?

Were there other contributing causal factors (lack of sleep, stress, etc.)?

Suggestion(s) to prevent recurrence of incident / reduce hazard (e.g., engineering controls, PPE, procedural/behavior changes, etc.)?