

Incident investigation form

Incident report no. _____

Date of incident _____

Location _____

Investigator _____

Date of investigation _____

What happened

Facts only: what, when and where. Leave out blame and guesses.

Timeline

Time	What happened	Who saw it

Witnesses and statements

Name	Role	Statement taken (date)	Notes

Contributing factors

Tick all that apply, then say how in the lines below.

- | | |
|--|--|
| ☐ Equipment or tool | ☐ Weather or lighting |
| ☐ Procedure missing or not followed | ☐ Pace, fatigue or schedule |
| ☐ Training or experience | ☐ Communication |
| ☐ Supervision | ☐ Materials |
| ☐ Work area or housekeeping | ☐ Other |

5 whys

Start with what went wrong. Ask why. Ask it again of each answer until you reach something you can change.

Corrective actions

Action	Owner	Due date	Done