NAME: _____ **CODE CLASS:** _____

INCIDENT INVESTIGATION REPORT

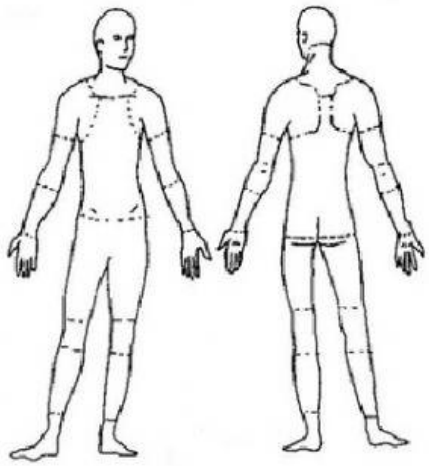
INSTRUCTIONS

Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injuryor near miss that could have resulted in a serious injury or illness.)

INCIDENT REPORTING FORM

This is a report of a: ☐ Death ☐ Lost Time ☐ Dr. Visit Only ☐ First Aid Only ☐ Near Miss	
Date of incident:	This report is made by: ☐ Employee ☐ Supervisor ☐ Team ☐ Other_____

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: ☐ Male ☐ Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply) 	Nature of injury: (mostserious one) ❑ Abrasion, scrapes ❑ Amputation ❑ Broken bone ❑ Bruise ❑ Burn (heat) ❑ Burn (chemical) ❑ Concussion (to the head) ❑ Crushing Injury ❑ Cut, laceration, puncture ❑ Hernia ❑ Illness ❑ Sprain, strain ❑ Damage to a body system: ❑ Other _____	This employee works: ❑ Regular full time ❑ Regular part time ❑ Seasonal ❑ Temporary Months with this employer Months doing this job:

LIVEWORKSHEETS

Step 2: Why did the incident happen?

Unsafe workplace conditions: (Check all that apply)	Unsafe acts by people: (Check all that apply)
❑ Inadequate guard ❑ Unguarded hazard ❑ Safety device is defective ❑ Tool or equipment defective ❑ Workstation layout is hazardous ❑ Unsafe lighting ❑ Unsafe ventilation ❑ Lack of needed personal protective equipment ❑ Lack of appropriate equipment / tools ❑ Unsafe clothing ❑ No training or insufficient training ❑ Other: _____	❑ Operating without permission ❑ Operating at unsafe speed ❑ Servicing equipment that has power to it ❑ Making a safety device inoperative ❑ Using defective equipment ❑ Using equipment in an unapproved way ❑ Unsafe lifting ❑ Taking an unsafe position or posture ❑ Distraction, teasing, horseplay ❑ Failure to wear personal protective equipment ❑ Failure to use the available equipment / tools ❑ Other: _____

Why did the unsafe conditions exist?
Why did the unsafe acts occur?
Is there a reward (such as "the job can be done more quickly", or "the product is less likely to be damaged") that mayhave encouraged the unsafe conditions or acts? ☐ Yes ☐ No If yes, describe:
Were the unsafe acts or conditions reported prior to the incident? ☐ Yes ☐ No
Have there been similar incidents or near misses prior to this one? ☐ Yes ☐ No

"CAREFULNESS COSTS YOU NOTHING. CARELESSNESS MAY COST YOU YOUR LIFE."

LIVEWORKSHEETS