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

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com

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