

Supervisor's Incident Investigation Report

Did the injury involve:

- Fatality
- Hospitalization
- Amputation
- Fracture
- Severe Cut
- Severe Burn
- Severe Shock
- Complete Loss of Consciousness

Date of incident

Month Day Year

This is a report of a:

- Lost Time
- Dr. Visit Only
- First Aid Only
- Near Miss

This report is made by:

- Supervisor
- Team

What personal protective equipment was being used (if any)?

Describe step-by-step the events leading up to the incident (who, what, when, where, why) include names of any machines, parts, objects, tools, materials, or other important details.

Step 1: Injured employee

Name _____
First Name Last Name

Gender: _____
Male
Female

Department _____

Job title at time of incident _____

Part(s) of body injured: _____

Nature of injury _____
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

This employee works: _____
Regular full time
Regular part time
Seasonal
Temporary

Months with this employer _____

Months doing this job _____

Describe the incident

Exact location of incident _____

Exact time of incident _____
Hour Minute
 s

What part of employee's workday? _____
Entering or leaving work
Doing normal work activities
During meal period
During break
Working overtime

Name of witnesses _____

Step 3: Root Cause Analysis

Identify the root cause of an incident by using the Five Whys:

Here's an example. A worker loses the tip of his finger when it's pinched between a drive belt and an unguarded pulley. The first step is to identify the problem. In our case it's self-evident. Continue to ask WHY about each response to a question and when you are no longer able to answer the question you've likely arrived at a root cause.

1. Why was the worker's finger crushed?
- His finger was caught between a moving pulley and belt.

2. Why was the finger caught between the pulley and the belt?
- The guard on the pulley was missing.

3. Why was the guard missing?
- A mechanic had overlooked replacing it.

4. Why was it overlooked?
- There is no written equipment servicing checklist.

5. Why is there no checklist?
- No hazard assessment has been completed.

Describe the root cause by using the Five Whys: _____

Was the incident caused by an unsafe work condition? (i.e. faulty equipment, unsafe ventilation, insufficient training)

- Yes
- No

Was the incident caused by an unsafe act? (i.e. improper lifting, failure to wear appropriate PPE, failure to follow identified safety protocols, etc.)

- Yes
- No

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this incident/near-miss from happening again?

- Stop this activity
- Guard the hazard
- Train the employee(s)
- Train the supervisor(s)
- Redesign the task steps
- Redesign work station
- Write a new policy/rule
- Enforce existing policy

What should be (or has been) done to carry out the suggestion(s) checked above?

Step 5: Who completed and reviewed this form?

Supervisor Name _____
First Name Last Name

E-mail _____

Title _____

Department _____

Date _____
Month Day Year

Attachments

Names of investigation team members: _____

Signature _____