

INVESTIGATION OF ACCIDENTS, INJURIES, AND NEAR MISSES



I. Purpose

Investigations are conducted to find out the cause of accidents, injuries and near misses, and to prevent similar events from happening in the future. Thorough investigations may uncover unsafe conditions, the need for new or more extensive safety training, poor procedures, or unsafe work practices. The goal is to uncover underlying factors that may have led to the incident or near miss, not to assign blame.

II. Background Information

Date and time of incident:

Location:

Employees involved and their job titles (include the name of the injured and names of witnesses if applicable):

III. Description of What Happened:

Include the sequence of events. Attach any photos, drawings, or other information. Use additional pages, if needed.



IV. Underlying Causes/Factors: Why Did it Happen?

Underlying factors are conditions in the workplace that may have contributed to the event. Describe any problems in the following areas:

- Equipment/tools/materials: (broken, defective or unguarded machinery/tools/ladders, poorly designed work spaces/furniture, etc.)

- Work Environment: (poor lighting, poor air quality, slippery floors, extreme temperatures/weather, blocked walkways, etc.)

- Tasks/Procedures: (work overload, inadequate procedures, repetitive activities, conflicts between policy and practice, etc.)

- Management/Organizational Systems: (inadequate training programs, understaffing, lack of preventive maintenance, no clear safety program, etc.)



- Individual Factors: (lack of experience, fatigue, stress, lack of training, etc.)

V. Corrective Action

What can be done to eliminate or reduce the possibility of a recurrence?

Action(s) to be Taken	Person Responsible	Date Completed