Ashford Business Services Ltd

Workplace accident investigation report

Find the root cause, not just the immediate cause - so it does not happen again.

Investigation reference: _____

Incident date: _____

Investigation date: _____

Investigator: _____

Linked incident report: _____

Facts established Sequence of events, verified with witnesses and evidence.

Immediate causes Unsafe act or condition 1

Unsafe act or condition 2

Root causes Why did the immediate causes exist? Consider training, supervision, procedures, equipment, workload.

Corrective actions

Action	Addresses (immediate / root)	Owner	Due date	Verified
Action as agreed at the meeting.	Immediate / Root	Sarah Mitchell	9 November 2026	
Action as agreed at the meeting.	Immediate / Root	Sarah Mitchell	9 November 2026	

Lessons shared

Briefed to: _____

Date briefed: _____

Procedure updated: _____

Sign-off

Investigator: _____ **Approved by:** _____ **Date:** _____