[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

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]	[Immediate / Root]	[Name]	[Date]	
[Action]	[Immediate / Root]	[Name]	[Date]	

Lessons shared

Briefed to: _____

Date briefed: _____

Procedure updated: _____

Sign-off

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