

Accident/Near miss investigation form

The reason for investigating an incident or near miss is to determine: the cause or causes of the incident; to identify any risks, hazards, systems or procedures that contributed to the incident; and to recommend corrective action to prevent similar incidents.

Incidents should be investigated by people knowledgeable about the type of work involved at the time of the incident. HSRs or relevant workers should also be involved in the investigation.

An incident /near miss investigation report should answer the WHO, WHERE, WHEN, WHAT, WHY and HOW questions with regard to an incident.

Note: this is for internal use only

Details of the incident/near miss:	
Short description of incident / near miss:	
Area where incident / near miss occurred:	
Date of incident:	Time of incident:

Details of the incident/near miss investigation	
Name of injured person (if relevant):	Injury sustained (if relevant):
Name of person who reported incident:	Date of report:
Name of person completing this form:	
Telephone number:	Date report completed:

Witness details		
Name/s	Job title (if relevant)	Contact number
Name of person/s conducting investigation	Job title (if relevant)	Contact number

Full description of events

(Briefly describe what happened including the sequence of events, investigate scene of incident or near miss; who was involved e.g. worker, visitor; conditions present at time of incident; what was involved, what activity (if any) was taking place prior and at time of incident. What hazards was the worker exposed to? What hazards may have contributed to the incident occurring? Attach photos if available)

Comments:

INVESTIGATION RECOMMENDATIONS eg. new equipment, re-engineer, re-design work area, re-design work practices, review training standards, etc

IMPLEMENTATION DETAILS including action taken, date implemented, responsible person, date for review