

## INVESTIGATION REPORT

<b>IDENTIFYING INFORMATION</b>	1. COMPANY		2. DEPARTMENT			
	3. LOCATION OF INCIDENT		4. DATE OF INCIDENT	5. TIME	AM <input type="checkbox"/> PM <input type="checkbox"/>	6. DATE OF REPORT
	INJURY OR ILLNESS		PROPERTY DAMAGE		OTHER INCIDENTS	
	7. INJURED'S NAME		13. PROPERTY DAMAGE		16. NATURE OF INCIDENT	
	8. PART OF BODY	9. DAYS LOST	14. NATURE OF DAMAGE		17. INCIDENT COST, IF APPLICABLE	
	10. NATURE OF ILLNESS		15. COST	<input type="checkbox"/> ESTIMATED <input type="checkbox"/> ACTUAL	18. PERSON REPORTING INCIDENT	
	11. OCCUPATION	12. TIME ON TASK				19. OBJECT/EQUIPMENT/SUBSTANCE INFLECTING HARM
						20. PERSON WITH MOST CONTROL OF ITEM 11
	21. TYPE OF CONTACT			CONTACT WITH		
	<input type="checkbox"/> Struck against <input type="checkbox"/> Struck by <input type="checkbox"/> Caught in			<input type="checkbox"/> Caught on <input type="checkbox"/> Caught between <input type="checkbox"/> Slip		
			<input type="checkbox"/> Fall on same level <input type="checkbox"/> Fall to lower level <input type="checkbox"/> Overexertion			
			<input type="checkbox"/> Electricity <input type="checkbox"/> Heat <input type="checkbox"/> Cold <input type="checkbox"/> Radiation			
			<input type="checkbox"/> Caustics <input type="checkbox"/> Noise <input type="checkbox"/> Toxic or noxious substances			
<b>RISK</b>	EVALUATION OF LOSS POTENTIAL IF NOT CORRECTED		22. LOSS SEVERITY POTENTIAL		23. PROBABILITY OF REOCCURRENCE	
			<input type="checkbox"/> Severe <input type="checkbox"/> Serious <input type="checkbox"/> Minimal		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
<b>DESCRIPTION</b>	24. DESCRIBE HOW THE EVENT OCCURRED.					
<b>CAUSE ANALYSIS</b>	25. IMMEDIATE CAUSES, WHAT SUBSTANDARD ACTIONS AND CONDITIONS CAUSED OR COULD CAUSE THE EVENT? CHECK ON BACK (25A), EXPLAIN HERE.			26. UNDERLYING CAUSES, WHAT SPECIFIC PERSONAL OR JOB FACTORS CAUSED OR COULD CAUSE THIS EVENT? CHECK ON BACK (26A), EXPLAIN HERE.		

## INVESTIGATION REPORT

INCIDENT NEEDS	25A. IMMEDIATE CAUSES (Check all that apply.)	26A. UNDERLYING CAUSES (Check all that apply.)
	<b>Substandard Actions</b> <input type="checkbox"/> Operating equipment without authority <input type="checkbox"/> Failure to warn <input type="checkbox"/> Failure to secure <input type="checkbox"/> Operating at improper speed <input type="checkbox"/> Making safety devices inoperable <input type="checkbox"/> Removing safety devices <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment improperly <input type="checkbox"/> Failing to use personal protective equipment properly <input type="checkbox"/> Improper loading <input type="checkbox"/> Improper placement <input type="checkbox"/> Improper lifting <input type="checkbox"/> Improper position for task <input type="checkbox"/> Servicing equipment in operation <input type="checkbox"/> Horseplay <input type="checkbox"/> Under influence of alcohol and/or other drugs	<b>Substandard Conditions</b> <input type="checkbox"/> Operating equipment without authority <input type="checkbox"/> Inadequate or improper protective equipment <input type="checkbox"/> Defective tools, equipment or materials <input type="checkbox"/> Congestion or restricted action <input type="checkbox"/> Inadequate warning system <input type="checkbox"/> Fire and explosion hazards <input type="checkbox"/> Poor housekeeping/disorder <input type="checkbox"/> Hazardous environmental conditions: gases, dusts, smoke, fumes, vapours <input type="checkbox"/> Noise exposure <input type="checkbox"/> Radiation exposure <input type="checkbox"/> High or low temperature exposure <input type="checkbox"/> Inadequate or excess illumination <input type="checkbox"/> Inadequate ventilation

CONTROLS	27. MANAGEMENT CONTROL (Check all that apply.)								
	<b>Program Elements</b> 1. Leadership and administration 2. Leadership training 3. Planned inspections and maintenance 4. Critical task analysis and procedures 5. Accident/incident investigation 6. Task observation 7. Emergency preparedness 8. Rules and work permits 9. Accident/incident analysis 10. Knowledge and skill training	P	S	C	11. Personal protective equipment 12. Health and hygiene control 13. System evaluation 14. Engineering and change management 15. Personal communications 16. Group communications 17. General promotion 18. Hiring and placement 19. Materials and services management 20. Off-the-job safety	P	S	C	
			<small>Legend: P – Program element implementation need      S – Standard(s) inadequate      C – Compliance with standard(s) inadequate</small>						

ACTION PLAN	28. REMEDIAL ACTIONS, WHAT HAS AND/OR SHOULD BE DONE TO CONTROL THE CAUSES LISTED?	DEADLINE	BY WHOM	COMPLETE
29. SIGNATURE OF INVESTIGATOR	DATE			
30. SIGNATURE OF REVIEWER	DATE			

31. REVIEWERS'S REACTIONS TO THE INVESTIGATOR'S ANALYSIS OF THE BASIC CAUSES AND REMEDIAL ACTIONS.		
SIGNATURE	TITLE	DATE

© 2013, Workplace Safety & Prevention Services (WSPS)

Workplace Safety & Prevention Services (WSPS) grants permission to approved end users to reproduce this document in whole or in part, provided its intended use is for non-commercial, educational purposes and that full acknowledgement is given to WSPS. Approved end users are firms registered with the Workplace Safety and Insurance Board. WSPS reserves the right to extend this permission to other stakeholders and interested parties by express written permission upon application. WSPS extends no warranty to materials amended or altered by the end user. Under no circumstances is this document, or any portion thereof, to be duplicated for purposes of sale or for external reproduction or distribution.

The information contained in this reference material is distributed as a guide only. It is generally current to the best of our knowledge as of the revision date, having been compiled from sources believed to be reliable and to represent the best current opinion on the subject. No warranty, guarantee, or representation is made by WSPS as to the absolute correctness or sufficiency of any representation contained in this reference material. WSPS assumes no responsibility in connection therewith; nor can it be assumed that all acceptable safety measures are contained in this reference material, or that other or additional measures may not be required in particular or exceptional conditions or circumstances.