

INVESTIGATION OF ACCIDENTS, INJURIES AND ILLNESSES



I. Purpose

Investigations are conducted to find out the cause of accidents, injuries and illnesses, 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 the Accident	
Location	
Injured Worker/s (include names and titles)	
Witnesses (if any) (include names and titles)	

III. Description of What Happened

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



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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, etc.)

- **Work Environment:** (extreme temperatures/weather, mud, animals, etc.)

- **Tasks/Procedures:** (work overload, work pace, pressure, inadequate procedures, repetitive activities, conflicts between policy and practices, 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. What can be done to eliminate or reduce the possibility of a recurrence?

Action(s) to be Taken	Person Responsible	Anticipated Completion Date	Date Completed