

# Supervisor's Incident Investigation Report

## Did the injury involve:

- Fatality
- Hospitalization
- Amputation
- Fracture
- Severe Cut
- Severe Burn
- Severe Shock
- Complete Loss of Consciousness

## Date of incident

\_\_\_\_\_  
Month      Day      Year

## This is a report of a:

- Lost Time
- Dr. Visit Only
- First Aid Only
- Near Miss

## This report is made by:

- Supervisor
- Team

\_\_\_\_\_

## What personal protective equipment was being used (if any)?

Describe step-by-step the events leading up to the incident (who, what, when, where, why) include names of any machines, parts, objects, tools, materials, or other important details.

\_\_\_\_\_

## Step 1: Injured employee

### Name

\_\_\_\_\_  
First Name      Last Name

### Gender:

- Male
- Female

### Department

\_\_\_\_\_

### Job title at time of incident

\_\_\_\_\_

### Part(s) of body injured:

\_\_\_\_\_

### Nature of injury

- Abrasion, scrapes
- Amputation
- Broken bone
- Bruise
- Burn (heat)
- Burn (chemical)
- Concussion (to the head)
- Crushing Injury
- Cut, laceration, puncture
- Hernia
- Illness
- Sprain, strain
- Damage to a body system

\_\_\_\_\_

### This employee works:

- Regular full time
- Regular part time
- Seasonal
- Temporary

### Months with this employer

\_\_\_\_\_

### Months doing this job

\_\_\_\_\_

## Describe the incident

### Exact location of incident

\_\_\_\_\_

### Exact time of incident

\_\_\_\_\_  
Hour      Minute  
            s

### What part of employee's workday?

- Entering or leaving work
- Doing normal work activities
- During meal period
- During break
- Working overtime

\_\_\_\_\_

### Name of witnesses

\_\_\_\_\_

## Step 3: Root Cause Analysis

### Identify the root cause of an incident by using the Five Whys:

Here's an example. A worker loses the tip of his finger when it's pinched between a drive belt and an unguarded pulley. The first step is to identify the problem. In our case it's self-evident. Continue to ask WHY about each response to a question and when you are no longer able to answer the question you've likely arrived at a root cause.

- Why was the worker's finger crushed?  
- His finger was caught between a moving pulley and belt.
- Why was the finger caught between the pulley and the belt?  
- The guard on the pulley was missing.
- Why was the guard missing?  
- A mechanic had overlooked replacing it.
- Why was it overlooked?  
- There is no written equipment servicing checklist.
- Why is there no checklist?  
- No hazard assessment has been completed.

### Describe the root cause by using the Five Whys:

\_\_\_\_\_

### Was the incident caused by an unsafe work condition? (i.e. faulty equipment, unsafe ventilation, insufficient training)

- Yes
- No

### Was the incident caused by an unsafe act? (i.e. improper lifting, failure to wear appropriate PPE, failure to follow identified safety protocols, etc.)

- Yes
- No

## Step 4: How can future incidents be prevented?

### What changes do you suggest to prevent this incident/near-miss from happening again?

- Stop this activity
- Guard the hazard
- Train the employee(s)
- Train the supervisor(s)
- Redesign the task steps
- Redesign work station
- Write a new policy/rule
- Enforce existing policy

### What should be (or has been) done to carry out the suggestion(s) checked above?

\_\_\_\_\_

## Step 5: Who completed and reviewed this form?

### Supervisor Name

\_\_\_\_\_  
First Name      Last Name

### E-mail

\_\_\_\_\_

### Title

\_\_\_\_\_

### Department

\_\_\_\_\_

### Date

\_\_\_\_\_  
Month      Day      Year

## Attachments

### Names of investigation team members:

\_\_\_\_\_

### Signature

\_\_\_\_\_