



Investigation Report

Identifying Information	Date of Report:		Department & Supervisor:		
	Location of Incident:		Date of Incident:	Time:	
	Injury or Illness		Property Damage	Other Actual or Potential Loss	
	Name:				
	Part of Body:	Days Lost:			
	Nature of Illness/Injury:				
	Object/Equipment/Substance Causing Harm:				
	Occupation:	Experience:			

Risk	Evaluation of Loss Potential if Not Corrected:	Loss Severity Potential:			Probability of Occurrence:		
		Major	Serious	Minor	High	Moderate	Low

Description	Describe how the event occurred:
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Cause Analysis	Immediate Causes: What substandard act or practice and conditions caused or could have caused the event?
	Basic Causes: What specific personal or job system factors cause or could have caused this event?



Action Plan	Remedial Actions: What has and/or should be done to control the causes listed:	
	Signature (Investigator):	Date:
	Signature (Reviewer):	Next Action Date:

Cause Checklist	Substandard Acts/Practices		
		Operating equipment without authority	
		Failure to warn	
		Failure to secure	
		Operating at improper speed	
		Failure to follow procedures	
		Removing or making safety devices inoperable	
		Using defective equipment	
		Using equipment improperly	
		Failure to use personal protective equipment properly	
		Improper loading	
		Improper placement	
		Improper lifting	
		Improper position for task	
		Servicing equipment in operation	
		Horseplay	
		Under influence of alcohol or other drugs	
		Substandard Conditions	
		Inadequate guards or barriers	
		Inadequate or improper protective equipment	
		Defective tools, equipment or materials	
	Congestion or restricted action		



	Inadequate warning system
	Fire and explosion hazards
	Poor housekeeping
	Hazardous environmental conditions; gases, duct, smoke, fumes, vapours
	Noise exposures
	Radiation exposures
	High or low temperature exposures
	Inadequate or excessive illumination
	Inadequate ventilation
Personal Factors	
	Inadequate ability
	Lack of knowledge
	Lack of skill
	Stress
	Improper motivation
Job/System Factors	
	Inadequate leadership/supervision
	Inadequate engineering
	Inadequate purchasing
	Inadequate maintenance
	Inadequate tools/equipment
	Inadequate work standards
	Wear and tear
	Abuse or misuse
Type of Contact	
	Struck against
	Struck by



	Caught in
	Caught on
	Caught between
	Slip
	Fall on same level
	Fall from above
	Overexertion
Contact With	
	Electricity
	Equipment
	Heat
	Cold
	Radiation
	Caustics
	Noise
	Toxic substances

Final Review	Reviewer's reactions to the investigator's analysis of the basic causes of this incident and corrective action recommended:		
	Signature:	Title:	Date:

Attach a detailed sketch or pictures of the incident or area: