



## Incident Investigation Report

Job Site/Location:		Current Date:	
Worker Involved:		Worker's Phone #:	
Date of Incident:		Time of Incident:	
Contractor:		Foreman:	
Incident Type:		Severity:	
Incident Classification:		Report Type	Preliminary <input type="checkbox"/> Final <input type="checkbox"/>

Names of all workers involved	Worker address and phone #	Witness?	Yes:	No:
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Direct cause of injury/incident; (Describe incident, be specific and include all details-  
*EXAMPLE-temperature, exact location, terrain, wind direction, direction travelling*)

### Injury/ Illness

Name of First Aider:	
Date of Birth of Injured:	
Body Part Affected:	
Nature of Injury/ Disease:	Choose an item.
Injury Status:	Choose an item.
Was person performing normal duties:	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### Signs & Symptoms & Treatment:

Root cause of injury/incident:

Choose an item.



<b>Contributing factors</b> associated with incident:	
•	Choose an item.
•	Choose an item.
•	Choose an item.
•	Choose an item.

<b>Immediate corrective actions</b> ( <i>Step by step how you corrected the incident immediately after</i> )		Date completed	Person(s) responsible
1.			
2.			
3.			
4.			

<b>Long term preventative actions:</b> ( <i>How to prevent this from happening again</i> )		Date completed	Person(s) responsible
1.			
2.			
3.			

<b>Print name:</b> <i>(Worker)</i>		<b>Print name:</b> <i>(Safety)</i>	
<b>Signature:</b>		<b>Signature:</b>	
<b>Date</b>		<b>Date</b>	

<b>Additional investigators</b> (JOH&S committee member(s), foreman, worker).	
<b>Name:</b>	<b>Signature:</b>

**Copy of completed report to be submitted to [jaimieg@awse.ca](mailto:jaimieg@awse.ca) along with supporting documentation; training records, site orientation(s), pictures, daily hazard assessment, worker/witness statement**