

Incident Investigation Report

General Information

Date of Incident

Time of Incident

Location

e.g., Warehouse Floor

Reported By

Name

Supervisor/Manager

Name

People Involved

Names (Witnesses, Injured, Others)

List names and roles

Incident Description

Describe what happened

Provide a detailed description of the incident

Immediate Actions Taken

List actions taken right after the incident

Root Cause Analysis

Describe the root causes identified

Corrective Actions / Recommendations

What will be done to prevent recurrence?

Investigator Information

Investigator Name

Date