

Industrial Accident Investigation Template

Date of Report**Reported by**Full Name**Department****Job Title****Date and Time of Accident****Location of Accident**Location**People Involved**List names, departments, and roles**Description of Accident**Describe what happened, including sequence of events**Injuries Sustained**List and describe injuries**Witnesses**Name and contact info**Immediate Actions Taken**Describe first aid, medical treatment, and other immediate responses**Root Cause Analysis**

Analyze causes and contributing factors

Corrective/Preventive Actions

List actions to prevent recurrence

Investigator(s)

Names of investigators

Date of Completion