

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