

# Employee Incident Investigation Document

## General Information

Employee Name

Employee ID

Department

Date of Incident

Location

## Incident Description

Describe the incident (who, what, when, how):

## Injury/Illness Details

Describe any injuries or illnesses:

Treatment Provided (if any):

## Witnesses

Name(s) and contact information:

## Immediate Action Taken

What immediate action was taken after the incident?

## Investigation

Root Cause(s) of Incident:

Corrective/Preventive Actions Recommended:

## Report Prepared By

Name

Position

Date