**INCIDENT INVESTIGATION FORM**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * Use this form to investigate incidents that caused a notifiable injury, or could have under different conditions. * The director / managing partner and H&S consultant will lead the investigation of serious harm / notifiable incidents or serious property or environmental damage. The H&S coordinator leads on all other investigations. | | | | | | | | | |
| **Section A: Details of the incident** | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | | Reportable to WorkSafe NZ? Y / N | |  | | | If yes, date reported: |  | WNZ Ref |  | | ***Hazard Id. No.\_\_\_\_\_\_\_\_***  ***OFI No. \_\_\_\_\_\_\_\_\_\_\_\_\_*** | | | | | | | | | | |
| **The sequence of events:** (Expand on the incident report by describing how the incident happened, including the events leading up to, and following the accident. Attach diagrams if required.) | | | | | | | | | |
|  |  | | | | | | | | |
| **Section B: Why the incident happened** | | | | | | | | | |
| **Immediate causes:** (The agent of harm – blade, flame, hazardous substance, brick, etc.- and how) | | | | | | | | | |
|  |  | | | | | | | | |
| **Underlying causes:** (The environmental, behavioural and equipment issues that set the incident up.) | | | | | | | | | |
|  |  | | | | | | | | |
| **Root causes:** (The systems and management issues that led to the underlying causes.) | | | | | | | | | |
|  |  | | | | | | | | |
| **Section C: Actions to** **prevent a reoccurrence** | | | | | | | | | |
| Assign an action for each underlying and root cause identified. | | | | | | | | | |
|  | What | | Who | | | | | By when | |
|  |  | | | | | | | | |
| **Name:** | |  | | **Job Title:** | |  | | | |
| **Sign:** | |  | | **Date:** |  | | **Tel. no:** | |  |
|  | | | | | | | | | |

Incident reference number: \_\_\_\_\_\_\_\_\_\_\_\_