**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: \_\_\_\_\_\_\_\_\_\_\_\_