

## Incident Analysis Investigation Form

**Note: All information related to an occupational injury, fatality, and disease must be maintained for five years after the last day of the year in which the incident occurred.**

Incident Investigator: \_\_\_\_\_

Date of Form Preparation: \_\_\_\_\_

### **Incident Information:**

\_\_\_\_\_  
(Job Site)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Time)

\_\_\_\_\_  
(Employee Name)

\_\_\_\_\_  
(Employee's Supervisor Name)

Yes No NA

- Have hazards appeared where no one in management realized there was a potential for their development?

Comments:

- Where workers have faithfully followed job procedures, have accidents or near-misses occurred because of hidden hazards?

Comments:

- Have hazards been discovered in the design of new facilities, equipment, materials, and processes after use has begun?

Comments:

- Have accidents or near-misses occurred when two or more failures in the hazard control system occurred at the same time, surprising everyone?

Comments:

Yes No NA

- Are the hazards discovered during accident investigations ones that should have been recognized and corrected by the regular inspection process?

Comments:

- Are hazards ever found where employees could reasonably be expected to have previously recognized and reported them?

Comments:

- When hazards are found, is there evidence that employees had complained repeatedly but to no avail?

Comments:

- Are accidents sometimes caused at least partly by factors that might also have contributed to previous near-misses that were not investigated or accidents that were too superficially investigated?

Comments:

- Are controls meant to protect workers actually putting them at risk or not providing enough protection?

Comments:

- Are employees engaging in unsafe practices or creating unsafe conditions because rules and work practices are not fairly and consistently enforced?

Comments:

Yes No NA

- Are employees in areas designated for PPE wearing it properly, with no exceptions?

Comments:

- Are hazards that could feasibly be controlled through improved design being inadequately controlled by other means?

Comments:

- Is poor maintenance a frequent source of hazards?

Comments:

- Are hazard controls in good working order?

Comments:

- Does equipment appear to be in good working order?

Comments:

- Have further injuries or worsening of injuries occurred because proper medical assistance (including trained first aid and CPR providers) was not readily available?

Comments:

- Have occupational illnesses possibly gone undetected because no one with occupational health specialty training reviewed employee symptoms as part of the medical program?

Comments:

Yes No NA

- Have hazards occurred during actual or simulated emergencies due to confusion about what to do?

Comments:

- On larger worksites, are emergency evacuation routes clearly marked?

Comments:

- Are emergency telephone numbers and fire alarms in prominent, easy to find locations?

Comments:

- Have employees been hurt or made ill by hazards of which they were completely unaware, or whose dangers they did not understand, or from which they did not know how to protect themselves?

Comments:

- Have employees or rescue workers ever been endangered by employees not knowing what to do or where to go in a given emergency situation?

Comments:

Yes No NA

- Are there hazards in the workplace that exist, at least in part, because one or more employees have not received adequate hazard control training?

Comments:

- Are there any instances of employees not wearing required PPE properly because they have not received proper training? Or because they simply don't want to and the requirement is not enforced?

Comments:

- Has a supervisor's lack of understanding of safety and health responsibilities played a part in creating hazardous activities or conditions?

Comments:

- Has an incomplete or inaccurate understanding by management of its safety and health responsibilities played a part in the creation of hazardous activities or conditions?

Comments:

**Additional Items should be noted on the following page.**

