

## Accident / Incident Investigation Report

Date of Report: /	/	Time of Report:	:	
Date of Incident: /	/	Time of Incident:	:	
To Report: (tick box)		Accident 🛛 Incident		
Medical or Disease		Environment Damage		
□ Property Damage		□ Quality		

А	About the Employee
Surname	
Given Name	
Date of Birth	
Worksite	
Name of Supervisor	

В	Details of Injury or Disease
Describe injury and body part injured	
Estimate Sever	ity of Injury (Tick Box)
□Lost time	□No Lost time
Trootmont Dot	

Treatment Details

Doctor/Ciinic

□None

□Hospital

□First Aid

С	Details of Incident
Where did this in	cident occur?
What went wron	g?

\_\_\_\_\_

Name Any Witnesses or any other person involved:

D Im	mediate Action	
	mediate corrective action taken to prevent nger to other employees. Describe Action:	
By Whom:		
Do you think this incident WHS Regulations 2012	is notifiable under the SA	
□Yes	□No	

E Root Cause Analysis		
What caused it to go wrong		
What could have been done to prevent it from going	a wrong?	
	g wrong:	
	Du M/h and D	Du M/h are
What are the recommendations to prevent the incident from happening again?	By Whom?	By When

Supervisor	Name:	Signature:	Date: / /
Person(s) Involved	Name:	Signature:	Date: / /
	Name:	Signature:	Date: / /

Manager All recommendations have been planned and approved to be corrected.

Name:

Signature:



## **Near Miss Report**

The purpose of this report is to identify any workplace risks or hazards which may be avoided in the future. Our wish is to minimise the risk of injury or accident to employees. We are assisted if we are able to have information about near miss incidents which could have resulted in accidents.

Date of Report: / / Time of Report: Date of Incident: / / Time of Incident:
A Person Filing the Report
Surname
Given Name
Worksite
B Details of incident
Describe where and what happened
What could have been done to prevent it from going wrong?
What is the cause, if determinable, of the incident?
What course of action may be taken to prevent a re-occurrence?
Signed Date