

# Workplace Accident Investigation Template

## Incident Details

Date of Incident

Time of Incident

Location

Reported By

Position/Department

Description of the Incident

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## People Involved

Name(s) of Injured Person(s)

Job Title(s)

Witness Name(s)

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## Accident Analysis

Describe What Happened

Immediate Causes

Underlying Causes

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## Injury/Illness Details

Type of Injury/Illness

Part of Body Affected

Treatment Provided

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## Corrective Actions

Immediate Actions Taken

Recommended Preventive Measures

Person Responsible

Completion Date

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## Investigator Information

Investigator Name

Date of Investigation

