

Accident Investigation Report

General Information

Date of Report

Location of Accident

Date & Time of Accident

Reported By

Department/Area

People Involved

Name(s)

Title/Role

Contact Information

Description of Accident

Describe What Happened

Witness(es)

Accident Details

Type of Accident

Injuries/Damage

Immediate Actions Taken

Cause Analysis

Root Cause(s)

Contributing Factors

Corrective Actions

Measures to Prevent Recurrence

Responsible Person(s)

Target Date for Completion

Report Completed By

Name

Date