



The Power in Personnel®

SUPERVISOR’S/FOREMAN’S REPORT & INCIDENT ANALYSIS

*** I UNDERSTAND HOW THIS INCIDENT OCCURRED: YES _____ NO _____

INCIDENT DATE: _____ TIME: _____ AM : PM

LOCATION: _____

WHAT WAS/WERE THE PERSON(S) INVOLVED IN THIS INCIDENT/INJURY DOING?

INCIDENT INVESTIGATION DATE: _____ TIME: _____ AM : PM

WHO WAS PRESENT DURING THE INCIDENT RECREATION AND ANALYSIS?(circle): INJURED
PERSON(S) SUPV’R / FOREMAN WITNESS #1 WITNESS #2 WC SPEC/SFTY MGR

ANALYSIS OF INCIDENT (WHAT HAPPENED, REALLY)

WERE SAFETY RULES &/OR ACCU STAFFING POLICIES VIOLATED: YES _____ NO _____

PLEASE DESCRIBE: _____

SIGNATURE OF INJURED PERSON SIGNATURE OF SUPERVISOR/FOREMAN

RECOMMENDED CORRECTIVE ACTIONS TO AVOID SIMILAR INCIDENTS: _____

**ROOT CAUSE ANALYSIS BY LISTING CONTRIBUTING CAUSES
>>DETERMINE THE ROOT CAUSE BY ASKING “WHY?” 5X’S<<**

WHY DID THE INJURY/INCIDENT OCCUR? _____
WHY2? _____
WHY3? _____
WHY4? _____
WHY5? _____

Keep going if you need to!!

WHAT DID YOU DETERMINE WAS THE ROOT CAUSE? OR IS THERE MORE THAN ONE?