

Incident Investigation Report

General Information

Location

Date of Incident

Time of Incident

Reported By (Name/Position)

Description of Incident

Describe what happened (include who, what, where, and how):

People Involved

Names and positions of all involved parties:

Witnesses (Names and Contact):

Immediate Actions Taken

Actions taken to contain, assist or resolve the situation:

Investigation Findings

Details of investigation including root cause, contributing factors, and supporting evidence:

Corrective/Preventive Measures

Actions recommended or implemented to prevent recurrence:

Report Completed By

Name

Position

Date