incident investigation report

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| College: |  | | |
| college Project DIRECTOR: |  | TELEPHONE NO.: |  |
| project name: |  | project NO.: |  |

INCIDENT TYPE:  Near Miss  Recordable Injury  Property Damage

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INCIDENT DATE:** | |  | **TIME:** |  | | | | | | | |
| **LOCATION:** | |  | | | | | | | | | |
| **BRIEF DESCRIPTION OF INCIDENT:** | | |  | | | | | | | | |
| **WEATHER CONDITIONS:** | | |  | | | | | | | | |
| **INCIDENT REPORTED BY (NAME, TITLE):** | | |  | | | | | **DATE:** | |  | |
| **GENERAL CONTRACTOR NAME:** | | |  | | | | | **CONTRACT NO.:** | |  | |
| **SUBCONTRACTOR NAME:** | | |  | | | | | | | | |
| **NAME OF PERSON INVOLVED / JOB DESCRIPTION / EMPLOYER:** | | | | | | | | | | | |
| **FULL DESCRIPTION OF INCIDENT:** (see attached page 2 of 5) | | | | | | | YES  NO | | | | |
| **WITNESSES INTERVIEW/STATEMENTS:** (see attached page 3 of 5) | | | | | | | YES  NO | | | | |
| **SITE DIAGRAM:** (see attached page 4 of 5) | | | | | | | YES  NO | | | | |
| **SITE PHOTOGRAPHS:** (see attached page 5 of 5) | | | | | | | YES  NO | | | | |
| **CORRECTIVE ACTION NEEDED / FOLLOW-UP TAKEN:** | | | | | | | | | | | |
| **PERSON RESPONSIBLE FOR CORRECTIVE ACTION TAKEN:** | | | | | | | | | | | |
| **PREPARED BY:** |  |  | | |  |  | | |  |  |  |
|  |  | **PLEASE SIGN** | | |  | **PRINT NAME, TITLE** | | |  | **DATE** |  |
| **REPORTING DATE:** | | | | | | | | | | | |
| ***Note: Upon completion submit the Incident Investigation Report to Regional Safety Manager.*** | | | | | | | | | | | |

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| full description of INCIDENT |
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| witnesses interviews / statements |
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| site diagram |
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| site PHOTOGRAPHS |
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