

HEALTH AND SAFETY INCIDENT INVESTIGATION REPORT

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Use this template to record your investigation findings and outline your recommendations. The extent of detail will be dependent on the severity of the incident. On completion save this template electronically and upload it as a File Attachment to the MyHR Workplace Health and Safety on-line reporting system.

MyHR WH&S INCIDENT ID

INC-

Investigation Team Leader

Role (e.g. Deputy Principal, Project Officer, Teacher, etc)

Signature / Digital signature

Summary of Investigation Findings

The summary should outline the event, who was involved, what happened, the scope of the investigation, the analysis and outcomes and any recommendations to prevent or minimise the recurrence of the incident

Investigation Analysis

This template works in conjunction with the MyHR WH&S on-line reporting system. Witness details are recorded on-line. All other information (e.g. witness statements, photographs, diagrams, registers, etc) should be uploaded as a File Attachment to the MyHR WH&S on-line reporting system.

This report template is designed to capture your analysis and outcome findings of your investigation.

What were the events that contributed to the incident?

(You may find it helpful to construct a timeline of the events leading up to the incident)

What were the identified or possible cause/s of the incident?

(You may find it helpful to ask why an event occurred on the event timeline to establish possible causes)

Investigation Analysis continued

Which of the identified or possible cause/s are within control of the workplace?

(Outline which causes are within control of the workplace and provide explanations)

What corrective action (solution/s) could be implemented to eliminate or reduce the risk of the identified cause/s?

(Provide explanations why the implemented control would eliminate or reduce the risk)

Investigation Outcomes

Outline any controls that were put into place immediately after the incident to eliminate or reduce the risk of recurrence of the incident.

(Outline the controls and who was responsible for implementing them)

Recommendations

Outline recommended corrective action/s (i.e. solution/s) to prevent the recurrence of the incident.

(Number the recommendations from most effective to least effective, i.e. Hierarchy of Controls)

HIERARCHY of CONTROLS

ELIMINATION

Complete elimination of the risk

SUBSTITUTION

Replace the item/process with a less dangerous one

ISOLATION

Isolate the hazard by enclosure, guarding or barriers

ENGINEERING

Redesign the work process or equipment

ADMINISTRATION

Provide training and/or procedures

PPE

Use personal protective equipment

Additional Information and Notes