



INCIDENT INVESTIGATION REPORT

1. INITIAL DETAILS

SafetyNet Report Number			
Incident Title			
Date of Incident			
Location of Incident			
Date of Investigation			
Date SafeWork NSW Notified		SafeWork NSW Incident Number	
Investigation Type	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	

	Name	Position
Lead Investigator:		
Investigating Team:	1.	
	2.	
	3.	
	4.	
	5.	
Report to be sent to	1.	
	2.	
	3.	

2. INCIDENT DETAILS

Incident Description

Incident Details

Equipment Details

Supplementary Information

Other

WHS MS Documents:

Local Documents:

WorkCover Improvement Notices:

Sequence of Events

1.
2.
3.
4.
5.

3. CAUSE ANALYSIS

Causation Description

Root Cause Categories

- 1. Lack of or inadequate plant/equipment
- 2. Lack of or inadequate procedures/instructions
- 3. Lack of or inadequate training
- 4. Lack of or inadequate management/supervision
- 5. Inappropriate or inadequate work environment
- 6. Inappropriate actions and/or behaviour
- 7. Lack of or inadequate management system
- 8. Other contributory issues.

Detail: _____

Incident Causes

Cause No.	Root Cause Category	Cause Description
1.		
2.		
3.		
4.		
5.		
6.		

4. ACTION PLAN

Preventative and Corrective Actions

Cause No.	Action Description	Person Responsible	Target Completion Date	Date entered into SafetyNet Report
1.				
2.				
3.				
4.				
5.				
6.				

5. RELEASE DETAILS

Signed: _____ Date: _____

Name: _____