

Injury and Incident Investigation Report



All work-related injuries, accidents and incidents need to be investigated as soon as possible and controls put in place to prevent them recurring.

The investigation should thoroughly analyse the injury or incident, determine the cause(s) and identify actions necessary to prevent it happening again.

*** Insert Manager's name and contact details before proceeding ***

Date of report: / /	Date of incident: / /
Location of incident:	

Investigation team

Manager or supervisor:
Employee or other person working on the farm:

Check boxes as appropriate	
<input type="checkbox"/> lost time	<input type="checkbox"/> medical treatment
<input type="checkbox"/> first aid	<input type="checkbox"/> none
<input type="checkbox"/> reported to Workcover insurance agent	

Details of damage (plant / equipment / property)

Details of injury / incident

Key contributing features

Injury and Incident Investigation Report

Immediate causes

Underlying causes

Intermediate action taken to prevent further risk of injury or recurrence

Recommendations

Action and responsibilities

Completion date: / /
Name of manager or supervisor:
Signature:

**** File this document in the relevant farm folder and retain for five years ****