



Incident Investigation Procedure

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Purpose

To establish a consistent method for investigating workplace incidents, identifying root causes, and implementing corrective actions to prevent recurrence.

Scope

Applies to all incidents including:

- Injuries and illnesses
- Equipment failures
- Environmental hazards
- Near misses

Responsibilities

- Supervisor/Manager: Initiates investigation and ensures completion
- Safety Officer: Leads investigation and analysis
- Employees: Cooperate and provide witness accounts

Procedure Steps

1. Immediate Response

- Secure the area and ensure safety
- Provide first aid or emergency services if needed
- Notify relevant personnel

2. Documentation

- Record date, time, location, and individuals involved
- Take photographs and collect physical evidence
- Complete an Incident Report Form

3. Witness Interviews

- Interview all witnesses promptly
- Document statements clearly and objectively

4. Root Cause Analysis

- Identify both immediate and underlying causes

5. Corrective Actions

- Recommend actions to prevent recurrence
- Assign responsibilities and timelines for implementation

6. Review & Closure

- Verify effectiveness of corrective actions
- Close investigation with final report

Reporting

- Submit findings to health and safety committee
- If applicable, report to external regulatory bodies (e.g. HSE under RIDDOR)

Training & Communication

- Share lessons learned with staff
- Update training materials and safety protocols

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