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| **INCIDENT NUMBER** |  | **INCIDENT TIME** |  |
| **INCIDENT DATE** |  | **REPORT DATE** |  |
| **LOCATION OF INCIDENT** |  | | |

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| **INJURY DETAILS**  *Applicable only if the incident involved an injury* | | | |
| **INJURED PERSON NAME** |  | | |
| **SUPERVISOR NAME** |  | **DAYS LOST**  *(as per medical report)* |  |

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| **INCIDENT TYPE** | | | | | |
|  | Fire / Explosion |  | Road Traffic Accident |  | Lost Time Injury |
|  | Property Damage Case |  | First Aid Case |  | Permanent Partial Disability |
|  | Near Miss |  | Medical Treatment Case |  | Permanent Total Disability |
|  | Dangerous Occurrence |  | Restricted Work Case |  | Fatality |

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| **INCIDENT DESCRIPTION**  *Describe the incident in detail, attach relevant documents such as witness statements, supervisor statement, pictures, etc.* |
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| **INCIDENT IMMEDIATE CAUSE(S)**  *Describe the immediate reasons that led to the incident. There can be more than one reason. Use below table as a guide on selecting immediate causes.* |
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| **EXAMPLES OF IMMEDIATE CAUSE(S)** | | | |
| Failure to wear PPE | Wrong tool for the job | Inadequate PPE | Inadequate guards or barriers |
| Using defective tool/equipment | Improper use of tool/equipment | Inadequate ventilation | Inadequate warning systems |
| Working at unsafe speed | Working on live equipment | Poor housekeeping | Bad weather |
| Tampering with safety devices | Horseplay | Obstructed vision | Improper lighting |
| Operator condition | Working without a permit | Excessive exposure to noise | Failure to secure |
| Improper placement, lifting, positioning | Improper operation of machinery | Dust |  |

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| **INCIDENT ROOT CAUSE**  *Describe the root cause that allowed the incident to occur. Use below table of basic causes as a guide to help you identify the root cause.* |
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| **EXAMPLES OF BASIC CAUSE(S)** | | | |
| Insufficient supervision | Incompetent supervision | Inadequate program / procedure / WI | Inadequate tools and equipment |
| Inadequate planning | Not enough training | Inadequate compliance with standard | Inadequate maintenance |
| Inadequate engineering | Not enough skill | Lack of discipline | Hazard not identified |
| Ineffective purchasing | Lack of motivation | Shortcuts not discouraged |  |

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| **CORRECTIONS**  *Include the actions that were done immediately to rectify the situation.* |
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| **CORRECTIVE ACTIONS**  *Include the actions that will be taken to eliminate the incident from recurring.* |
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| **Report Prepared by** |  | **Date:** |  |
| **Report Reviewed**  **& Approved by** |  | **Date** |  |