

Workplace Safety Committee

Investigations should be completed by the area supervisor, HR, EHS or University Police. Remember that the purpose of this investigation is not to find fault or assess blame. It is to pinpoint the cause of the accident / incident and take appropriate action to prevent recurrence and reduce injuries.

List the specific actions or activities that may have contributed to incident and why:

Identify PPE (personal protective equipment) used, apparel worn, training, job knowledge/planning, preoccupation or any physical factors involved and why:

List any accepted and/or unapproved or unsafe practices that were being performed and why:

List all equipment that was involved including the condition and appropriateness of use and why:

Identify the environmental factors including weather conditions, housekeeping, working / walking surfaces, lighting, etc. that may have contributed to the incident and why:

Action:	Target Completion Date:	Responsible Person: