

[organization name]

## Appendix 1 – Incident Investigation Report

I Basic information on incident			
Date and time of incident			
II Details of incident			
			Medical care
Witnesses			
Name			
Description of injuries	*		
III Cause of incident			
*			
*			
Date:		Date:	

**Commented [45A1]:** To handle documents in an ISO-compliant Document Management System, use Conformio: <http://advisera.com/conformio>

**Commented [45A2]:** Write in here the number of employee's previous injuries.

**Commented [45A3]:** Write in here whether medical care was needed or not.

**Commented [45A4]:** E.g., type of injury, injured body part, source of injury, etc.

**Commented [45A5]:** Write in here the root cause of the incident.

**Commented [45A6]:** Write in here the root cause of the incident.

**Commented [45A7]:** Write in here what

[job title]

[name]

[signature]

**Commented [45A8]:** The signature is needed only if the document is in paper form.