

INCIDENT ANALYSIS

To be completed by supervisor, manager, safety professional, etc. [Please keep for your records.]

Once you determine the cause[s] of an incident, you can identify how to address the issue[s] you've uncovered. This step enables you and your organization to learn from incidents to build a safer workplace.

Incident description

Describe the incident, in detail, as determined by investigation. [Attach additional sheets, if needed.]

Identification of contributing factors

Conditions or actions that, if removed, would likely prevent the incident or hazard from occurring or reduce the severity of its consequences. [Example: An employee mistakenly skipped a step in the work procedure, which led to an incident.]

Corrective action

To effectively avoid future incidents, the actions listed below must address the cause[s] you've identified.

| Corrective action | Due date | Person/department responsible |
|-------------------|----------|-------------------------------|
| | | |
| | | |
| | | |

Supervisor, manager, safety professional, etc.

| Signature | Date | Title |
|-----------|------|-------|
| | | |

Follow-up

This ensures that the suggested corrective actions have been implemented.

| Corrective action | Implementation date | Person/department responsible |
|-------------------|---------------------|-------------------------------|
| | | |
| | | |
| | | |



1-800-282-7648 | summitholdings.com