



– whs form e

incident and near miss form

This form is to be issued to contractors to complete in the event of an incident or near miss.

The reason for investigating an incident or near miss is to determine:

- > the cause or causes of the incident
- > to identify any risks, hazards, systems or procedures that contributed to the incident
- > to recommend corrective action to prevent similar incidents.

Incidents should be investigated by people knowledgeable about the type of work involved at the time of the incident. Relevant workers should also be involved in the investigation.

An incident /near miss investigation report should answer the **who, where, when, what, why** and **how** questions with regard to an incident.

DETAILS OF INCIDENT OR NEAR MISS

Date of incident _____

Time of incident _____

Location of incident _____

Short description of incident or near miss _____

DETAILS OF INVESTIGATION

Name of injured person [if relevant]. _____

Injury sustained [if relevant] _____

Name of person who reported incident _____

Date of report _____

Name of person completing this form _____

Telephone number _____

Date report completed _____

WITNESS DETAILS

Witness Name _____

Job Title [if relevant] _____

Telephone and email _____

INVESTIGATION

Name of person/s conducting investigation _____

Job Title [if relevant] _____

Telephone and email _____