



INCIDENT/ ACCIDENT INVESTIGATION

CONTRACT:

INCIDENT DETAIL:

DATE OF INCIDENT:

CHECKLIST

Attachments	Yes	No
Annexure 1		
WCL 2		
Statements		
Sketches		
Photographs		
Proof of Induction Training		
Proof of Toolbox Talks		
Risk Assessments		
Proof of Risk Assessment Training		
Appointment/s		
Certificate/s of Competency		
Medical Certificates of Fitness		
Inspections		
Toolbox Talk- Incident Recall		
Other-		
Other-		
Other-		
Other-		
Other-		

<u>CONTRACT NAME</u>	
<u>AREA LOCATION</u>	
<u>CONTRACT DIRECTOR</u>	
<u>CONTRACT MANAGER</u>	
<u>CONSTRUCTION SUPERVISOR</u>	
<u>INCIDENT DETAILS</u>	
<u>DATE</u>	
<u>TIME</u>	
<u>LOCATION OF INCIDENT</u>	
<u>NO. OF WORKMAN INVOLVED</u>	
<u>WITNESSES</u>	
<u>DAMAGE TO PLANT / MATERIAL</u>	
<u>INJURED DETAILS</u>	
<u>NAME</u>	
<u>ID NUMBER</u>	
<u>COMPANY NUMBER</u>	
<u>OCCUPATION</u>	
<u>PERIOD ON CONTRACT</u>	
<u>LENGTH OF EXPERIENCE</u>	
<u>UNDERGONE SAFETY INDUCTION</u>	
<u>TRAINING RECORDS</u>	
<u>INJURIES SUSTAINED</u>	
<u>EXPECTED PERIOD OF DISABLEMENT</u>	
<u>DETAILS OF EMPLOYER</u>	
<u>COMPANY</u>	
<u>SCOPE OF WORK</u>	
<u>MANDATORY AGREEMENT IN PLACE</u>	
<u>APP. CONSTRUCTION WORK SUPERVISOR</u>	
<u>GENERAL INFORMATION</u>	
<u>RISK ASSESSMENT IN PLACE</u>	
<u>POLICE NOTIFIED</u>	
<u>LOCAL AUTHORITIES NOTIFIED (INSPECTOR)</u>	
<u>COMPENSATION INJURY CLAIM NUMBER</u>	
<u>STATEMENTS TAKEN</u>	
<u>PHOTOGRAPHS TAKEN</u>	

DESCRIPTION OF INCIDENT

[illegible]

INITIAL FINDINGS

This image shows a blank sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

DIRECT CAUSE

[illegible]

SKETCH

CONTRIBUTING FACTORS

[illegible]

CORRECTIVE ACTION TO BE TAKEN

INVESTIGATOR

SAFETY OFFICER

SAFETY REPRESENTATIVE

SAFETY COMMITTEE CHAIRPERSON

CONSTRUCTION SUPERVISOR

CEO