[Company name]

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Workplace accident investigation report

Find the root cause, not just the immediate cause - so it does not happen again.

Investigation reference	[AI-0001]
Incident date	[Date, time]
Investigation date	[Date]
Investigator	[Name, role]
Linked incident report	[INC-0001]

Facts established

[Sequence of events, verified with witnesses and evidence.]

Immediate causes

- [Unsafe act or condition 1]
- [Unsafe act or condition 2]

Root causes

[Why did the immediate causes exist? Consider training, supervision, procedures, equipment, workload.]

Corrective actions

Action	Addresses (immediate / root)	Owner	Due date	Verified
[Action]	[Immediate / Root]	[Name]	[Date]	
[Action]	[Immediate / Root]	[Name]	[Date]	

Lessons shared

Briefed to	[Teams / sites]

[Company name]

Date briefed	[Date]
Procedure updated	[Yes / No - reference]

Sign-off

Investigator	Approved by	Date