

## [Investigating Incidents in the Workplace](#): Report Outline Template

This template is designed to support employers who are implementing incident investigation procedures at their workplaces. For more information please see the Investigating Workplace Incidents slideshow, the [Small Business Safety Toolkit](#), or a provincial safety association.

- Date, time, location
  - Persons involved in incident (affected and witnessed) and contact information
  - Type of Incident (eg. 'injury', 'property damage', 'customer incident' or 'other')
  - [Persons on investigations team](#) (include contact information)
  - External parties notified or involved in investigation (include contact information)
  - Investigator/ team sign off and delivery to employer (on completion of investigation)
  - Note if report is distributed to external agencies, and to whom
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- Describe event
  - Describe emergency response and any immediate protective actions
  - Describe immediate corrective actions
  - Describe investigation procedures and results
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- Give clear analysis of information and data gathered (may use [PEMEP](#) as a guide)
  - List immediate cause/s
  - List basic ("root") cause/s
  - List corrective actions to be taken
  - Give suggested timeline for the employer to sign off, implement, follow up and monitor
  - Suggested communication plan may be included (eg. external and internal parties)
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- Appendix: sketches, photos, data, communication plan, list of involved agencies, etc.