

Accident Investigation Form Template

A free form for investigating accidents and incidents and recording what you will change.

How to use this template

1. Start as soon as possible after the incident, once the area is safe.
2. Match the depth of the investigation to the seriousness and potential seriousness of the incident, including near misses.
3. Gather evidence: look at the scene, take photos, speak to witnesses and check records.
4. Work back from what happened to why it happened. Keep asking why until you reach the management or system cause.
5. Agree actions that fix the causes, give each one an owner and a date, and check they are done.
6. Update your risk assessment and share what you learned with the people who need to know.

Accident Investigation Form

Reference number: _____

Incident summary

Incident reference, date and time

Location

People involved

Injury, ill health or damage

Investigation led by, and date started

Evidence gathered

Scene, photos and equipment examined

Witness statements taken (names)

Documents checked (risk assessments, training, maintenance and inspection records)

Analysis

Immediate causes: the unsafe acts or conditions that led directly to the incident

Underlying causes: why those acts or conditions happened

Root causes: the management or system failures behind them

Risk control measures

Action 1: what, owner, target date, completed

Action 2: what, owner, target date, completed

Action 3: what, owner, target date, completed

Accident Investigation Form (continued)

Sign-off
RIDDOR reportable? (Yes / No) and HSE reference
Risk assessment updated? (Yes / No, and which)
Lessons shared with
Investigator signature and date
Manager signature and date