

Accident/Incident Investigation Report – AR 1

Part 1 – Accident/Incident investigator details				
Name		Job Title		Date of investigation
Details of person involved in the incident				
Name		Job Title		Date of accident
Age		Employee number		
Location of incident			Time of incident	
Description of event				
Sketch of event (or photograph)				
Nature of the Injury				
Name of First Aider				
First Aid given				
Hospital attended				
Back home				
Back to work				

Reporting of Injuries Diseases and Dangerous Occurrences				
Reportable under RIDDOR	Yes		No	
Name of person reporting				
Phoned	Yes		Date	
Completion of Form 2508	Yes		Date	

Factors considered in investigation				
Person authorised to carry out work?	Yes		No	
Date of authorisation				
Has the person been trained?	Yes		No	
Date of training				
Has the task been assessed?	Yes		No	
Date of assessment				
Are the control measures adequate?	Yes		No	
Is there a formal safe system of work?	Yes		No	
Was adequate supervision being exercised?				
Was the operative working to safe working procedures?				

Condition of the immediate area	
Lighting	
Floors	
Steps	
Access/egress	
Work area	
Other	
Details of any mechanical plant or tools involved	
Name of machine	

Parts involved	
Defects found	
Integrity of safeguards	
Violation of safe operating procedures	
Warning signs	
Emergency stop buttons	

Investigators conclusions

Preventative measures recommended/carried out

To be completed by the investigator	
I hereby confirm that all information recorded above is correct to the best of my knowledge	
Signature	
Date	

Part 2 – Accident witness statement				
Name		Job Title		Date of accident
Age		Employee number		
Location of incident			Time of incident	
Name of person involved				
Description of event				
Nature of the Injury				
Was adequate supervision being exercised?				
Was the operative working to safe working procedures?				
I hereby confirm that all information recorded above is correct to the best of my knowledge				
Signature				
Date				

The accident witness statement should be obtained separately and not attached to information already gathered in Part 1.