

Incident Investigation - Industry Vetted

Template Information

Template ID	incident-investigation
Version	v1.0
Language	English (en)
Number of Check Items	8
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: This checklist was developed by our Industry Expert Partners and guides you through a structured process to analyze incidents and near misses. Systematically document incident details, provide a clear description, identify involved employees, and thoroughly investigate contributing factors to uncover the underlying causes and prevent future occurrences.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 8 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

Incident Investigation - Industry Vetted — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
	Incident Details	Date and time of incident		
	Incident Details	Date and time reported		
	Incident Details	Reported by		
	Incident Details	Location (department / line / area)		
1	Incident Details	Was first aid provided		
	Incident Details	Who provided first aid		
	Incident Details	Describe first aid provided		
2	Incident Details	Was medical treatment provided		
3	Incident Details	Name of medical provider		
	Incident Details	Describe the nature of the care provided		
4	Incident Details	Emergency services contacted?		
	Incident Details	List responding emergency services		
5	Incident Details	OSHA Recordable?		
6	Incident Details	Was time lost?		
	Incident Details	How much time was lost		
	Description of Incident	Detailed sequence of events leading up to incident (Include times, actions, equipment, tools, and materials involved)		
	Description of Incident	Work being performed at time of incident: (Was this part of normal operations, maintenance, cleaning, etc.)		
7	Description of Incident	Was the task covered by a JSA/SOP		
	Description of Incident	Reference number		
8	Description of Incident	Was a Gemba walk, inspection, or recent audit conducted in this area		
	Description of Incident	Link to reports		
	Employees Involved	Employees Involved		
	Employees Involved	Employee name		
	Employees Involved	Employee title		
	Employees Involved	Employee contact information		
	Employees Involved	Witnesses		
	Employees Involved	Witness name		
	Employees Involved	Witness job title		
	Employees Involved	Witness contact information		
	Employees Involved	Supervisor on duty		
	Contributing factors	Human factors		
	Contributing factors	List other human factors		
	Contributing factors	Cultural factors		
	Contributing factors	List other cultural factors		
	Contributing factors	Environmental factors		
	Contributing factors	List other environmental factors		
	Contributing factors	Equipment factors		
	Contributing factors	List other equipment factors		
	Contributing factors	Material and supply chain factors		
	Contributing factors	List other material and supply chain factors		
	Root Cause Analysis	Insert weblink to 5 Whys Root Cause Analysis template		
	Sign Off	Additional notes		

Incident Investigation - Industry Vetted — Scoring & Sign-off

Sign-off

Inspector signature	
Supervisor signature	
EHS Manager signature	