



**SAFETY INFORMATION SHEET**  
**INCIDENT/ NEAR MISS INVESTIGATION REPORT**

This report pro-forma is prepared by the LEIA Safety and Environment Committee to assist Members in the investigation and recording of workplace incidents including those in which, although no injuries may have occurred, the potential for harm to be caused is evident.

The reason for investigating an incident or near miss is to determine: the cause or causes of the incident; to identify any risks, hazards, systems or procedures that contributed to the incident; and to recommend corrective action to prevent similar incidents.

Incidents should be investigated by people knowledgeable about the type of work involved at the time of the incident. Health and Safety representatives or relevant workers should also be involved in the investigation.

An incident /near miss investigation report should answer the WHO, WHERE, WHEN, WHAT, WHY and HOW questions with regard to an incident, and should identify causes of the incident.

Immediate causes: the agent of incident (the blade, the substance, the dust etc);

Underlying causes: unsafe acts and unsafe conditions (the guard removed, the ventilation switched off etc);

Root causes: the failure from which all other failings grow, (eg failure to identify training needs and assess competence, low priority given to risk assessment etc).

**NOTE**

Be aware that after any incident where injury has occurred, any accident investigation report made to determine the root cause may become evidential in a court e.g. in a prosecution case. As a general rule, if a report is commissioned solely or mainly for a company to defend itself against litigation it may be subject to litigation privilege. You are advised to immediately consult a lawyer for advice on the preparation of a report.

One document outlining this process is given in the References, but this cannot be regarded as legal advice and you must make your own enquiries of a legally qualified individual.



<b>Details of the incident/near miss:</b>	<b>Company:</b>
Short description of incident / near miss: (more details can be added over the page)	
Area where incident / near miss occurred:	
Date of incident:	Time of incident:

<b>Details of the incident/near miss investigation</b>	
Name of person who reported incident:	Date of report:
Name of person completing this form:	
Telephone number:	Date report completed:

<b>Witness details</b>		
Name/s	Job title (if relevant)	Contact number
Name of person/s conducting investigation		
Job title (if relevant)	Contact number	

**Full description of events**

(Briefly describe what happened including the sequence of events, investigate scene of incident or near miss; who was involved e.g. worker, visitor; conditions present at time of incident; what was involved, what activity (if any) was taking place prior and at time of incident. What hazards was the worker exposed to? What hazards may have contributed to the incident occurring? Attach photos if available)

**INVESTIGATION RECOMMENDATIONS eg. new equipment, re-engineer, re-design work area, re-design work practices, review training standards, etc**

**REFERENCES:**

HSG245 Investigating accidents and incidents HSE books 2004

<http://www.hse.gov.uk/pubns/books/hsg245.htm>

Privilege: Is your accident report protected? IOSH website retrieved 27/03/19

[http://www.iosh.co.uk/~media/Documents/Books%20and%20resources/Guidance%20and%20tools/Is\\_your\\_accident\\_report\\_protected.ashx](http://www.iosh.co.uk/~media/Documents/Books%20and%20resources/Guidance%20and%20tools/Is_your_accident_report_protected.ashx)

*For any clarification of this information sheet contact your company Safety Advisor or the LEIA Safety and Training Manager.*