

# University of Northern Iowa Incident Investigation Report

1. Employee Information			
Employee Name	Department	Job Title	Supervisor
2. Related Specific Information			
Check Type of Incident:      Near Miss,      First Aid,      Medical Treatment,      Fatality,      Other			
Date	Time	Location / Work Area	Shift
3. Incident Description:			
4. Visible Surface Cause – What caused the incident / accident to occur?			
5. Root Cause Analysis (check all that apply)			
<b>Unsafe Acts</b> Improper work technique Safety policy violation Improper PPE / PPE not used Operating without permit Failure to warn or secure Operating at improper speeds By-passing safety devices Guards not used Improper loading or placement Improper lifting Servicing machinery in motion Horseplay Drug or alcohol use Unnecessary haste Unsafe act of others Other (specify):	<b>Unsafe Conditions</b> Poor workstation design or layout Congested work area Hazardous substances Fire or explosion hazard Inadequate ventilation Improper material storage Improper tool or equipment Insufficient knowledge of job Slippery conditions Poor housekeeping Excessive noise Inadequate guarding of hazards Defective tools/equipment Insufficient lighting Inadequate fall protection Other (specify):	<b>System Deficiency(ies)</b> Lack of written procedures Safety policies not enforced Hazards not identified PPE unavailable Insufficient worker training Insufficient supervisor training Improper maintenance Inadequate supervision Inadequate job planning Inadequate hiring practices Inadequate workplace inspection Inadequate equipment Unsafe design or construction Unrealistic scheduling Poor process design Other (specify):	

6. Analysis – Why did this occur? (Answer the question of why five times)
Why -
Why -
Why -
Why -
Why -

7. Required Corrective / Preventative Actions		
Action Item Detail	Responsible Party	Target Date

8. Required Concurrences		
Title	Signature	Date
Investigator / Supervisor		
Department Manager		
Employee		