

INJURY AND INCIDENT INVESTIGATION REPORT

All work-related injuries, accidents and incidents need to be investigated as soon as possible and controls put in place to prevent them recurring.

The investigation should thoroughly analyse the injury or incident, determine the cause(s) and identify actions necessary to prevent it happening again.

**** Insert Manager's name and contact details before proceeding ****

Date of report: _____ Date of incident: _____

Location of incident: _____

Investigation team

Manager or supervisor: _____

Employee or other person working on the farm: _____

Check boxes as appropriate

- | | |
|--|--|
| <input type="checkbox"/> lost time | <input type="checkbox"/> medical treatment |
| <input type="checkbox"/> first aid | <input type="checkbox"/> none |
| <input type="checkbox"/> reported to Workcover insurance agent | |

Details of damage (plant/equipment/property)

Details of injury/incident

Key contributing features

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Immediate causes

Underlying causes

Intermediate action taken to prevent further risk of injury or recurrence

Recommendations

Action and responsibilities

Completion date: _____

Name of manager or supervisor: _____

Signature: _____

**** File this document in the relevant farm folder and retain for five years ****