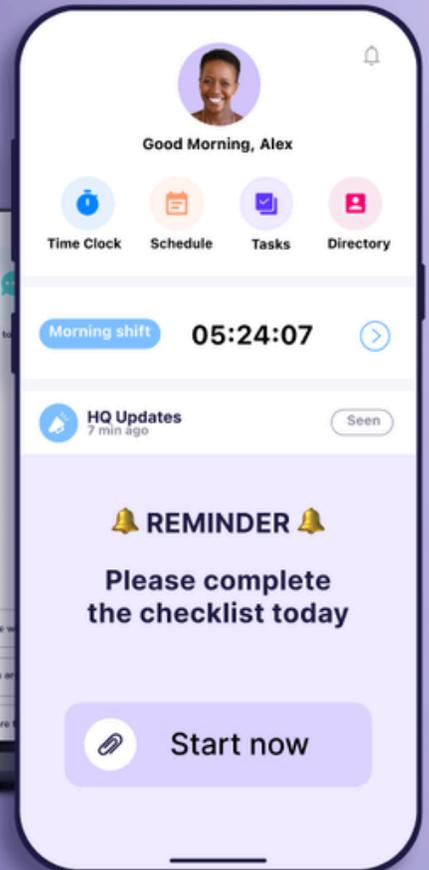
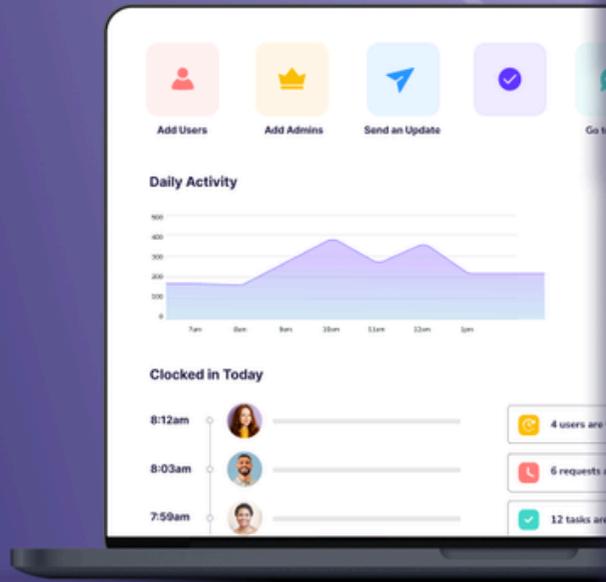


Incident Report Checklist Template

Use our incident report checklist template as a starting point to customize yours to fit your business.



Incident Report Checklist

Ensuring the safety and well-being of all personnel within the construction industry is of paramount importance.

Construction sites can be dynamic environments with inherent risks that demand vigilance and proactive measures to prevent accidents and incidents.

When unforeseen events occur, promptly documenting and investigating them is vital for learning, improving safety practices, and preventing similar occurrences in the future.

This **Incident Report Checklist** is specifically designed for professionals in the construction industry to comprehensively capture incident details, assess the severity of the event, analyze root causes, and implement effective corrective and preventive actions.

It serves as a structured framework to gather accurate and relevant information, enabling thorough incident investigations and valuable insights for continuous improvement.

Date: [Date of incident]

Incident ID: [Assigned Incident Identification Number]

1. Incident Details:

- **Date:**
- **Time:**
- **Location** (Specific area within the construction site):
- **Project Name:**
- **Phase of the Project** (if applicable):

2. Incident Reporting Information:

- **Name of Person Reporting:**
- **Designation:**
- **Contact Number:**
- **Email:**

– **Name of Supervisor/Foreman** (if applicable):

3. Incident Type:

- Fall from Height
- Struck-by/Struck-against
- Caught-in/Between
- Electrical Incident
- Slip, Trip, and Fall
- Equipment Malfunction
- Fire/Explosion
- Hazardous Material Exposure
- Near Miss/Close Call
- Other (Specify):

4. Incident Description:

[Provide a detailed narrative of what happened before, during, and after the incident. Include the sequence of events, weather conditions, and any contributing factors. Use additional sheets if needed.]

5. Safety and Health Implications:

- Were there any injuries or illnesses resulting from the incident? [Yes / No]
- If Yes, describe the nature of injuries or illnesses:
- Was medical attention required? [Yes / No]
- If Yes, describe the medical treatment provided:
- Note any potential long-term health implications resulting from the incident (e.g., exposure to hazardous materials):

6. Property Damage Assessment:

- Describe any damage to construction equipment, tools, or materials (if applicable):
- Estimate the cost of repair or replacement (if available):

7. Witness Statements:

[Record statements from witnesses and include their perspective on the incident. Use additional sheets if needed.]

8. Root Cause Analysis:

- Primary Cause:
- Contributing Factors:
- Root Cause Analysis (RCA) – [Describe the root cause using techniques like the 5 Whys, Fishbone diagrams, etc.]:

9. Corrective Actions Taken:

[Outline any immediate actions taken to address the incident and mitigate its impact. Include any first aid or emergency response measures conducted on-site.]

10. Preventive Measures:

[List long-term preventive actions to avoid similar incidents in the future. Specify responsible personnel and include the importance of ongoing safety training and communication.]

11. Incident Investigation Team:

- Lead Investigator:
- Team Members:

12. Management Notification:

- Was management notified about the incident? [Yes / No]
- If Yes, provide the names and designations of notified management personnel:

13. Regulatory Compliance:

- Are there any legal or regulatory compliance issues associated with the incident? [Yes / No]
- If Yes, specify the relevant authorities or regulatory bodies informed:

14. Follow-up and Monitoring:

- How will the effectiveness of corrective and preventive actions be monitored?
- Set a timeline for follow-up reviews and assessments to track improvements:

15. Incident Report Approval:

- Name and Signature of the Person Approving the Incident Report:

16. Distribution and Archiving:

[List the recipients who will receive copies of the incident report. Ensure secure archiving for future reference, audits, and insurance purposes.]

17. Additional Notes/Attachments (if applicable):

[Use this section for any additional information, diagrams, or photographs related to the incident.]

Please submit this Incident Report Form to the relevant authorities and designated personnel promptly after the incident occurs. The information provided will be crucial for continuous improvement, safety measures, and accident prevention in the construction industry.