

Accident/Near Miss Incident Checklist



Investigating a workplace accident or near-miss incident helps you uncover insights that you can use to prevent future accidents and protect your employees. If an injury resulted from an accident, the first step is to report the injury to your workers' compensation carrier right away, and then begin your investigation of the incident. This form does not replace the Employers First Report of Occupational Injury or Disease (DWC-1) claim report. Near-miss incidents—where there was no injury—do not require a report to your carrier, but they are just as important to investigate to find the source of the event so you can make the changes necessary that will prevent future accidents.

Name of Injured Worker:		Job Title of Injured Worker:	
Date of Accident:		Time of Accident:	
Address Where Injury Occurred:			
Nature of Injuries:			
Witnesses to Accident:			
Describe how injury occurred and task performed at time of injury:			
Was employee trained to perform task? If so, list date of training.			
Root Cause of Accident & Contributing Factors:			
Corrective actions taken to prevent recurrence of same accident:			
Timeframe for completing corrective actions and date of completion:			
Print Name:		Date:	
Signature:		Date:	
Last Updated By:		Date:	