

Workplace Incident Investigation

CHECKLIST

1. Immediately After the Incident

- Provide medical care
- Inform relevant authorities
- Remove/stop incident cause
- Stabilize the situation
- Notify affected individuals
- Report to workplace incident response team

2. During the Investigation

- Conduct witness interviews
- Collect evidence
- Analyze data
- Perform root cause analysis
- Report findings
- Recommend a course of action

3. After the Investigation

- Develop a corrective and preventive action (CAPA) plan based on recommendations
- Evaluate the effectiveness of the plan through safety tests, employee surveys, etc.
- Update the plan if needed

4. Preparation and Prevention

- Perform a risk assessment
- Conduct mandatory safety training for all employees
- Create incident response plans for different types of workplace incidents
- Evaluate incident response plans annually