**Incident Investigation Report**

An investigation should occur, when any moderate or major injury, damage to equipment or where a moderate and/or major near miss occurs in the operational environment of the event. This investigation is aimed at identifying causes, and taking remedial action to ensure the incident (or potential incident) does not occur again. The completed form must be handed to <enter position>, who will ensure the <insert event governing committee> notes the investigation, and ensures follow up action is undertaken, and the form filed within event safety and risk documentation. Please print clearly, and attach additional information, if space is not sufficient.

**Description of Incident:** 🗆 Injury 🗆 Property Damage 🗆 Near Miss

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| What was the person or persons doing at the time? |
| What happened unexpectedly? (Undesired event).  |
| Contributing Factors, (Include particular chemical, product, process, and equipment involved). |

**Investigating Officers Sign-Off:**

|  |  |  |
| --- | --- | --- |
|  |  |   |
| Name of Investigating Officer |
|  | Signature | Date |
| Position |

**Immediate corrective action taken and proposed recommendations:**

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|  |

**Event governing body (i.e. Event Management Committee):**

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| *<amend as appropriate> The Event Management Committee note the investigation, and endorses the remedial actions proposed by the Investigating Officer.**<amend as appropriate>The Event Management Committee note the investigation, and confirms the following Actions must be taken:** *<insert action 1>*
* *<insert action 2>*
* *<insert action 3>*
* *<insert more if required>*
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|  |  |   |
| Name of Event Committee Representative |
|  | Signature | Date |
| Position |