



Components of an Investigation Report

- Description of event
 - Date
 - Time
 - Location
- Overview of injuries and/or property damage
- Summary of investigation process and procedures
- Findings (facts only)
 - Circumstances leading up to the event (i.e. identify individuals involved and their roles, identify equipment/vehicles involved, direction of travel, describe any deviation from normal operating conditions or environmental changes)
 - Vehicle/equipment maintenance records
 - Simultaneous conditions
 - Weather
 - Time of day
 - Lighting
 - Human factors
 - The amount of time on-duty prior to event
 - Experience/familiarity with environment and/or equipment
 - Drug and alcohol testing
 - Training records
 - Witness statements/Interview findings
 - Photos of damage, scene of the event, and/or skid marks, measurements
 - Video
 - Description of applicable rules, policies, and/or procedures
- Analysis- Cause
 - Root Cause
 - Primary cause
 - Contributing
 - Latent
- Recommendations
- Corrective Action Plan
 - Describe actions to prevent reoccurrence
 - Remedial training
 - Rule/policy/procedure change
 - Environmental change
 - Equipment change
 - Identify who is responsible for implementation
 - Milestone dates and anticipated completion dates
 - Describe safety assurance process (who ensures corrective action was implemented and is working as intended)

