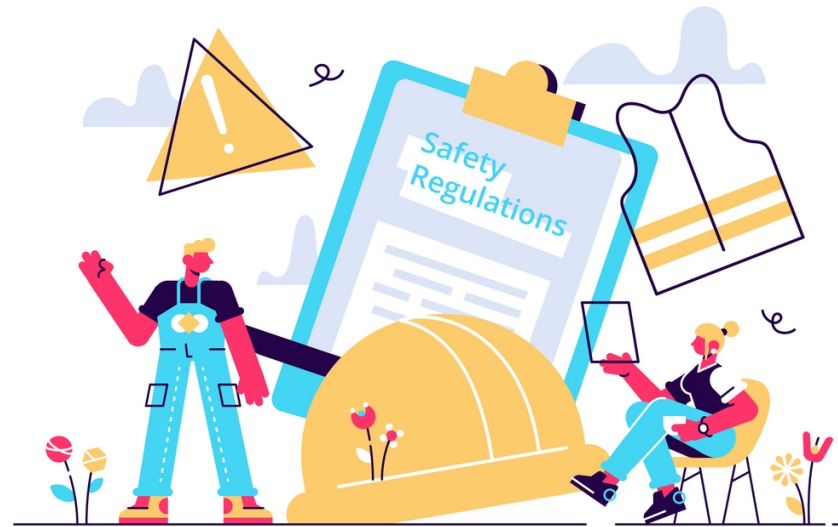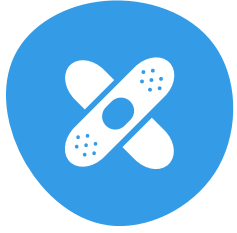# Workplace Incident Investigation Checklist

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

During the Investigation

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

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After the Investigation

- Develop a corrective and preventive action plan based on recommendations

- Evaluate the effectiveness of the plan through safety tests, employee surveys, etc.

- Update the plan if needed

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

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