

**GA20 Accident/incident investigation report (Part 2)**

<b>Company name</b>		<b>Project title</b>	
<b>Location</b>		<b>Contract no.</b>	
<b>Report title</b>		<b>Report date</b>	
<b>Accident date</b>		<b>Accident ref.</b>	
<b>Initial report</b>		<b>Final report</b>	
<b>Immediate cause of accident</b> <i>(consider all factors, including temperature, weather, system failure, design failure, equipment failure, poor housekeeping, human error and the influence of alcohol or drugs)</i>			
<b>Root cause of accident</b> <i>(consider issues, such as lack of training and awareness, time constraints, communication and external influences)</i>			
<b>Remedial action</b> <i>(use continuation sheet if necessary)</i>			
<b>Conclusion and recommendations</b> <i>(analysis of evidence, comparison with standards, highlight the main issues, who is responsible, and so on)</i>			

**GA20 Accident/incident investigation report (Part 2) *continued***

<b>Recommendations</b>					
<b>Immediate</b>					
<b>Interim</b>					
<b>Long-term</b>					
<b>Learning opportunities and responsibilities</b>					
<b>Person responsible</b>	<b>Action</b>	<b>Target date</b>	<b>Close-out date</b>	<b>Signature</b>	
<b>Communication of learning</b> ( <i>tick all that apply</i> )					
Safety alert	<input type="checkbox"/>	Safety bulletin	<input type="checkbox"/>	Safety briefing	<input type="checkbox"/>
Toolbox talks	<input type="checkbox"/>	Review of RA/MS	<input type="checkbox"/>	Review of policy and procedures	<input type="checkbox"/>
Review of training requirements	<input type="checkbox"/>	Other ( <i>state</i> )	<input type="checkbox"/>		<input type="checkbox"/>

**GA20 Accident/incident investigation report (Part 2) continued**

Investigation team			
Name	Position	Signature	Date

Investigation approval and distribution			
Name	Position	Signature	Date
	HS&E Department		
	Project manager		
	Project director		
	Managing director		

Appendices			
<b>Supporting information</b> <i>(tick those appended)</i>			
<b>Other report forms</b>			
RIDDOR F2508/A form			
Contractor's completed accident book entry form <i>(where applicable)</i>			
Contractor's completed incident/accident investigation report <i>(where applicable)</i>			
Client incident/accident investigation report <i>(where applicable)</i>			
<b>Witness statements</b>			
Witness statement 1		Witness statement 3	
Witness statement 2		Witness statement 4	
<b>Photographs</b>			
Photograph index sheet and photographs			
<b>Drawings</b>			
Scale drawing/plans			
Incident site sketch			
<b>Training/control</b>			
Copy of signed method statement/risk assessment			
Copy of any relevant permits or other work instructions			
Copy of signed induction log			
Last completed toolbox talk or relevant safety briefing			
Copy of relevant skills card (CPCS, CSCS, etc.)			