

Guidelines for completing an Incident Investigation Form (HS1)

Form HS1 should be completed in respect of all incidents, near misses or accidents that caused, or had the potential to cause ill health, injury or loss. It is very important that this information is gathered and passed on to the Health and Safety Group for analysis on trends. It can also help identify actions that can be taken to avoid similar incidents in the future.

1. Individuals should enter their name, payroll number (if applicable), department and section, and address.
2. Enter as much information as possible about the incident / near miss / accident.
3. It is important to remember that accidents should also be recorded in the Accident Book.
4. Sign and date the form.
5. The form should then be passed on to the Supervisor who should investigate the incident / near miss / accident.
6. Additional pages can be used if necessary. This should be noted on the HS1 and all pages should be stapled together.
7. Completed forms should be forwarded to the Personnel Manager as soon as possible.
8. If the incident / near miss / accident is reportable under RIDDOR this will be done by the Personnel Manager.
9. If you are in doubt about whether to report an incident / near miss / accident, please report it.
10. If you have any queries about the guidelines or forms, please contact the Personnel Manager.

Incident Investigation Form (HS1)

Please complete this form in respect of all incidents, near misses or accidents that caused, or had the potential to cause, ill health, injury or loss. Please forward completed forms to the **Personnel Manager** as soon as possible. If any additional sheets are used please staple to this form.

Employee / Individual: _____ Payroll No. _____

Department and Section: _____

Address: _____

DETAILS OF INCIDENT / NEAR MISS / ACCIDENT (Accidents should also be recorded in the Accident Book)

Incident date and time: _____

Description of incident / near miss / accident:
(including location, witnesses, circumstances surrounding incident, tasks being undertaken, machinery or equipment used, conditions etc).

Details of injury to employee / individual:

Time off work: Y / N? If yes please detail:

Details of any First Aid Administered and by whom:

Signature (employee): _____ Date: _____

Signature (supervisor): _____ Date: _____

Supervisors Name: _____

Supervisors investigation and what steps can be taken to avoid a similar incident in the future?

Reportable under RIDDOR: Y/N? **To be reported by the Personnel Manager**

