

# PROWOOD™

## "INCIDENT REPORT"



Universal  
Forest  
Products

Incident Investigation Procedure

Complete steps 1-9 in the Incident Investigation Procedure Document.

- 1) Call or gather the needed person(s) and get the investigation kit.
- 2) Secure the area where the injury occurred and preserve the work area as it is.
- 3) Identify and collect statements from injury witnesses.
- 4) Interview the worker(s) involved.
- 5) Interview all the witnesses.
- 6) Take photos or videos of the injury scene.
- 7) Write the report. Describe the cause and suggest corrective actions.
- 8) Improve safety plans with results, identifying and managing risks before incidents happen.
- 9) Verify the completion of corrective actions.

Think  
Safety  
First

