

## Incident Management Checklist

A phase-by-phase guide for effective incident management

Incident Date:	Location:	Incident Type:
Reported By:	Investigator:	Priority:

### 1. PREPARATION (Before Incidents Occur)

- Incident management team roles and responsibilities defined
- Incident response plan documented and accessible
- Escalation paths established for different incident types
- Reporting procedures communicated to all workers
- Knowledge base created for historical incident data
- Investigation supplies/equipment readily available
- Emergency contact list current and posted

### 2. REPORTING & CLASSIFICATION (When Incident Occurs)

- Scene made safe for workers and responders
- Injured persons receiving appropriate care
- Incident report initiated with basic information:
  - Date, time, and exact location
  - Names of involved/injured parties
  - Brief description of what happened
  - Witness names and contact information
  - Photos of scene (if safe to capture)
- Incident classified by severity level:
  - Critical: Fatality, hospitalization, amputation
  - Major: Serious injury, significant spill
  - Moderate: Recordable injury, equipment damage
  - Minor: First aid, near miss
- Appropriate parties notified based on severity
- Regulatory notification requirements reviewed (OSHA, EPA)

### 3. INVESTIGATION & RESOLUTION

- Scene secured and evidence preserved
- Investigator(s) assigned based on incident type
- Witness interviews conducted and documented
- Physical evidence collected (photos, samples, equipment)
- Root cause analysis performed:
  - 5 Whys analysis completed
  - Contributing factors identified (equipment, training, procedures, environment)
  - Systemic issues vs. human error distinguished
- Corrective actions identified and documented:
  - Specific action items defined
  - Owner assigned to each action
  - Due dates established
- Stakeholders updated on investigation status
- Investigation report completed and filed

### 4. POST-INCIDENT REVIEW & PREVENTION

- Post-incident review meeting scheduled and conducted
- Lessons learned documented in knowledge base
- Corrective actions verified as implemented
- Effectiveness of corrective actions evaluated
- Similar past incidents reviewed for patterns
- Procedures/training updated based on findings
- Incident trends analyzed across locations/time periods
- Findings communicated to relevant teams

### 5. DOCUMENTATION & CLOSE-OUT

- All investigation documents filed and organized
- OSHA recordkeeping requirements met (if applicable)
- Workers' compensation documentation completed
- Incident formally closed in tracking system
- Metrics updated (incident rates, response times)

Notes: