

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:
