# Near Miss/Incident Investigation Report

This document is designed to assist SEAA members in documenting near misses or incidents for the purposes of developing best practices to prevent future similar injuries, damage, or fatalities. No company or personnel names should be used. Information supplied will be reviewed by the SEAA Safety Committee for the development of Safety Flash best practices to share with SEAA membership. Submit to [executivedirector@seaa.net](mailto:executivedirector@seaa.net).

IMPORTANT: Submit photos showing different angles of the incident.

OPTIONAL: Your contact name, phone, and email so that SEAA Safety Committee can follow up with any questions or further input.

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| --- | --- | --- |
| Date of Report | Date of Incident | Investigation Performed by |
|  |  |  |
| Type of Incident (Fall, Dropped Tool, Equipment Failure, etc.) | Location of Incident | Number of Employees Involved |
|  |  |  |

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| --- |
| Weather Conditions |
|  |
| Type of Structure |
|  |
| Description of Damage |
|  |
| Summary of what happened |
|  |
| Provide relevant witness statements (names removed). |
|  |
| What lessons can be learned from the incident? |
|  |
| Suggested best practices for preventing this from happening again? |
|  |