Safety Officer's
Investigation Summary

Describe who was injured, where, when, how, and steps needed to prevent recurrence. Include an itemized statement of any known costs related to this incident. Base your findings on interviews, observations, and document review. Attach any drawings, sketches, etc., to clarify your findings.

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Date of Investigation: _____

Investigator's Signature: _____ Date _____

Original: HRMS Representative
cc: Division Head/Regional Director
Facility/District/Unit Head
Agency's Workers' Compensation Claims Administrator
Environmental Health and Safety
Designated Safety Consultant/Designee