

# What Information Should Be Included In An Incident Report? Meeting Kit

## WHAT'S AT STAKE

When we think about what goes into an incident report, it really boils down to how well we keep each other safe. If a report isn't complete or doesn't have all the right details, it pretty much ruins our chances of finding out what actually happened. You see, without those precise facts – the who, what, where, when, and especially the how and why – we'll probably miss the real reasons an incident occurred. That means we end up with quick fixes that don't solve anything, leaving the actual problem still lurking around.

## WHAT'S THE DANGER

When the information in an incident report isn't complete or accurate, the danger is pretty significant. It means we're essentially trying to solve a puzzle with half the pieces missing.

### Flawed Investigations and Missed Root Causes

The most immediate danger is that without thorough and accurate details, our investigations become flawed. It's like trying to find the cause of a problem when you only have part of the story. If we don't get the full picture of who, what, where, when, and especially how and why something happened, we're likely to misinterpret the situation. This means we'll miss the real, underlying reasons for the incident, leading us to address symptoms rather than the actual cause.

### Ineffective Solutions and Recurring Incidents

This leads directly to another big danger: ineffective solutions.

If we've misidentified the problem because our information was incomplete, then any fixes we put in place won't truly work. We might spend time and resources on solutions that don't address the genuine hazard. This leaves the same unsafe conditions or practices in place, making it far more likely for the exact same incident, or even a more severe one, to happen again. It's a continuous cycle of risk because we're not learning effectively.

## **HOW TO PROTECT YOURSELF**

To truly protect yourself and everyone else when it comes to the information included in an incident report, your active participation and thoroughness are incredibly important. Your clear and accurate reporting is a direct shield against future harm.

### **Gather Details Immediately**

The very first step in protecting yourself and others is to gather details about an incident as soon as it's safe to do so. Our memories fade quickly, and crucial specifics can be lost. If you were involved or witnessed an incident, try to mentally (or even briefly jot down) the sequence of events, times, locations, and involved parties right away. This immediate collection of fresh information ensures your report is as accurate as possible.

### **Be Specific and Factual**

When you're filling out a report, protect yourself by being specific and factual. Describe exactly what you saw or experienced, using objective language. Instead of saying "the floor was bad," specify "the floor was wet near machine A, creating a slip hazard." Focus on observable facts, measurements if possible, and the precise actions or conditions that led to the event. This clarity leaves no room for misinterpretation.

### **Include All Relevant Categories**

To ensure your report is comprehensive, make sure you include information across all relevant categories. Think of the key

questions: Who was involved or witnessed it? What exactly happened? Where did it occur (be precise)? When did it happen (date and time)? How did it unfold? And if you have insights, why do you think it might have occurred? Covering these points ensures a complete picture for investigators.

### **Document Contributing Factors**

Protect yourself by documenting any contributing factors you observed. This goes beyond just what happened to why it might have happened. Did equipment malfunction? Was lighting poor? Was a procedure not followed? Were there distractions? Identifying these factors, even if they seem minor, helps investigators uncover the root causes, which is essential for preventing recurrence.

### **Don't Speculate – Just Report**

It's vital for your protection and the integrity of the investigation that you don't speculate or assign blame in your report. Stick to the facts and your observations. If you don't know why something happened, simply state that. Your role is to provide accurate information about the event itself, not to determine fault. Let the investigation process handle the analysis of causes.

## **FINAL WORD**

The real power of an incident report isn't just that it's filed, but that it's complete and accurate. Every detail you provide is a crucial piece of the puzzle that helps us truly understand what went wrong and how to fix it.

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