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.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Date of Investigation: _____

Investigator's Signature: _____ Date _____

Original: Personnel Officer
cc: Division Head
Facility/District/Unit Head
Agency's Workers' Compensation Claims Administrator
Safety Administration
Responsible Safety Officer/Designee