SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Incident Reporting and Investigation Checklist

Regulation: 29 CFR 1910.22(d)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Help the injured person first, then make the area safe	
☐	Tell your supervisor now: injury, near miss, or damage, no exceptions	
☐	Leave the scene as it is; photograph before anything is moved	
☐	Get witness names before anyone leaves the property	
☐	File the report before the end of your shift	
☐	Investigate to the system cause: keep asking why past the person	
☐	Every fix gets one named owner and a due date	
☐	Close it only after you go and check the fix is working	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	A written reporting procedure exists, employees know the channel on every shift, and it is part of the emergency action plan **29 CFR 1910.38(c)(1)**	
☐	Adequately trained first aid providers and adequate first aid supplies are readily available to treat an injured person, and facility policy puts that care ahead of any reporting or investigation step **29 CFR 1910.151(b)**	
☐	Spills, debris, and other hazards revealed by an incident are cleaned up and the area is restored to a clean, orderly condition **29 CFR 1910.22(a)**	
☐	A hazardous walking-working surface condition found during an investigation is corrected or repaired before an employee uses the surface again, and is guarded until the repair is complete **29 CFR 1910.22(d)**	
☐	Where an incident reveals an unassessed hazard, the PPE hazard assessment is redone, new PPE is selected and communicated, and the written certification is updated, which is facility policy rather than a trigger set by the PPE standard	

☐	Every injury, near miss, and property damage event is reported the same shift and logged, and no employee is disciplined for reporting in good faith	
☐	Root cause analysis reaches a system cause and does not stop at operator error or failure to follow procedure	
☐	Every corrective action has a named owner and a due date, and is closed only after effectiveness is verified on the floor	

WARNINGS

Never clean up, repair, or return equipment to service before the scene is documented

Never punish or discourage a report: a hidden near miss becomes tomorrow's injury

Never stop a root cause analysis at operator error or carelessness

Fatality within 8 hours and hospitalization, amputation, or loss of an eye within 24 hours go to OSHA: call the safety program owner immediately, day or night

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE