AggNet | Environmental Management System

EF15 – Incident Investigation

1. **General Information**

Site ....

Date & time of incident ....

Location of incident ....

Responsible manager ....

Name of investigator ....

Assisted by ....

Date of investigation ....

Investigation number ....

2. **Incident type**

	Please tick
Emission to land	O
Emission to air	O
Emission to water	O

3. **Incident summary**

Please explain what happened:

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....

....

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Resulting outcome:

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....

....

4. Information and training

What task was being undertaken?

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....

Who was supervising the task?

....

Has an environmental risk assessment been undertaken?	Yes O	No O	
Were the findings the environmental risk assessment communicated to all employees?	Yes O	No O	
Are training records available to demonstrate that employees have been informed of good environmental practice?	Yes O	No O	
Have all relevant documents been reviewed since the incident?	Yes O	No O	
Have all employees been communicated these changes?	Yes O	No O	

5. Information and training

Did the emergency procedures work after the accident occurred?	Yes O	No O
Were there any witnesses? (please attach witness statements)	Yes O	No O
Has this type of incident happened before?	Yes O	No O

If yes, give details ....

....

Is there any other information that may benefit the investigation?	Yes O	No O

If yes, give details ....

....

Has the Environment Agency been notified of the incident?	Yes O	No O

6. Conclusions and recommendations

The purpose of an investigation is to identify the underlying cause of the incident and the factual events that led up to it.

Conclusion

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The following recommendations have been agreed with the site management:

Recommendation	Responsibility	Completed by	Date
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....	....	....	....
....	....	....	....
....	....	....	....
....	....	....	....
....	....	....	....
....	....	....	....

Responsible manager sign off

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