POST-INCIDENT investigation

A post-incident investigation is required for all spills/releases. This Post-Incident Investigation form must be attached to the Incident Documentation form and must be kept in the Plan binder at the facility. A copy of this form is required to be submitted to EH&S for all Large or High-Impact Spills/Releases.

1. Date and time of incident:
2. Name(s) and title(s) of person(s) performing the post-incident investigation:
3. What was the nature of the task being performed at the time of the incident?
4. Was the person performing the task appropriately trained?
5. Was the equipment being used appropriate to the task and was the proper procedure being followed?
6. Was this a new type of task?
7. Was supervision of the task appropriate?
8. Were there unusual (physical or otherwise) conditions at the time that contributed to the incident?
9. What actions could have prevented the incident?
10. Has this type of incident occurred previously at the facility? Was there a corrective action identified? Was it implemented? If not, why?
11. What corrective action has been taken (procedure, equipment, training, etc)?
12. Has information learned from the post-incident investigation been communicated to all employees?