What Information Should Be Included In An Incident Report? Fatality File



Incomplete Report Hinders Investigation into Fatal Machine Accident

A worker at a U.S. manufacturing facility was fatally injured due to a machinery malfunction during routine operations. Following the incident, the employer submitted an incident report, but it was found to be critically incomplete—missing essential information such as the exact time, precise location, and witness statements. These omissions delayed OSHA's ability to investigate the root cause of the accident and implement timely corrective actions.

According to OSHA standards, incident reports must include key information: the establishment name, incident location, time of the event, type of incident (e.g., fatality or hospitalization), names of affected employees, a contact person, and a brief but clear description of the event. The lack of such details in this case obstructed both regulatory response and efforts to prevent a recurrence.

This tragedy underscores the importance of thorough and accurate incident reporting. Employers must ensure that all incident reports are complete, factual, and submitted promptly to comply with legal obligations and protect other workers from similar risks.

Source: Osha.gov