

INVESTIGATION DEBRIEF – CORRECTIVE ACTION TAKEN TO PREVENT A RECURRENCE

To be conducted as soon as possible with the person(s) involved in the incident where possible, and the investigating personnel. This may also be undertaken after the investigation with Faculty/School or Division/Branch Executive to review the outcomes and systemic impact.

Faculty/Division:	School/Branch:
Debrief attended by:	Date
What were the contributing factors to this incident?	
What lessons have we learned following this incident? Also consider what went well. How will we communicate the lessons learned from this incident?	
Did we respond appropriately immediately after this incident? (Consider our First Aid response, our ability to deal with a significant incident, and our responsibilities regarding recording and reporting.)	
How do we make sure this incident doesn't happen again?	
Have there been changes in the workplace? If yes, how do we communicate these changes to those affected?	
Has the welfare of all workers been appropriately considered?	

Name _____

Title _____