

Incident & Near-Miss Investigation - Practical / Workplace Evaluation

Employee: _____ Evaluator: _____ Date: _____

Evaluation item	Meets	Coach	N/A
Secures scene and controls hazards	☐	☐	☐
Separates facts/assumptions	☐	☐	☐
Uses open interview questions	☐	☐	☐
Builds event timeline	☐	☐	☐
Identifies multiple contributing causes	☐	☐	☐
Writes higher-order corrective actions	☐	☐	☐
Assigns owner/due date	☐	☐	☐
Defines effectiveness verification	☐	☐	☐

Comments / coaching:

Result: ■ Competent for evaluated task (subject to employer authorization) ■ More training/practice needed