

CSU East Bay Incident/Accident Investigation Report

EMPLOYEE DATA

Employee Name:

Sex: Female Male

Date of Hire:

Department/Location:

Employee Volunteer Student-Employee Non-

Instructions for

Direct / Indirect / Basic Causes

In spite of their complexity, most incidents are preventable by eliminating one or more causes. Investigations determine not only what happened, but also how and why. The information gained from these investigations can prevent recurrence of similar or perhaps more serious incidents. Investigative team efforts must focus on all events, as well as the sequence of events, that led to an incident.