CONSTRUCTION & FIELD OPS INCIDENT FOLLOW-UP TEMPLATE

Incident Follow-Up Checklist

Track immediate response, required reporting, evidence, investigation, root causes, corrective actions, effectiveness, worker learning, restart controls, trends, and final closure.

PROJECT / LOCATION	INCIDENT / REVIEW DATE	CASE / INCIDENT TYPE	OWNER / APPROVER

1. Incident follow-up setup, event details, ownership, and current status

1 Confirm the project, location, incident date and time, follow-up review date, incident type, affected employer, incident owner, investigator, HSE reviewer, and approver.

FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Use one incident case reference across reports, evidence, actions, and approvals.

2 Record the people, contractors, equipment, task, work area, shift, weather or environmental conditions, and work activity involved in the incident.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Capture the real task and conditions, not only the planned activity.

3 Confirm the incident classification and current status, including injury or illness, property damage, environmental event, near miss, high-potential event, or other project-defined category.

FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Use consistent incident classifications across projects.

4 Verify immediate incident notifications were made to the required project, employer, client, emergency, insurer, regulatory, or other authorized contacts.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Timely notification helps preserve both compliance and investigation quality.

5 Review the initial incident description, first report, photographs, witness information, medical or first-aid status, equipment status, and any immediate work restrictions.

FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Review the first report but do not assume it contains the final cause.

6 Record open follow-up actions, owners, due dates, work restrictions, investigation stage, regulatory reporting status, and evidence required before final closure.

FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Make open restrictions visible until the incident is formally closed.

2. Immediate response, medical care, emergency actions, and site stabilization

7 Verify injured or affected people received timely first aid, medical treatment, rescue, evacuation, or emergency assistance appropriate to the incident.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Medical and rescue needs come before evidence preservation.

8 Confirm emergency hazards were controlled, including fire, electrical energy, unstable structures, hazardous substances, traffic, equipment movement, excavation, falls, or other continuing exposure.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Control continuing hazards before investigators enter the area.

9 Check affected equipment, tools, materials, temporary works, energy sources, or work areas were isolated, secured, tagged, barricaded, or otherwise prevented from creating further harm.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Physically isolate unsafe equipment or work areas where practical.

10 Verify personnel were accounted for and emergency communications, assembly, rescue, or specialist support were completed where the event required them.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Emergency accountability should be complete before normal work resumes.

11 Confirm temporary controls introduced after the incident remain effective until permanent corrective measures are implemented and verified.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Temporary controls need owners and expiry or review dates.

12 Escalate any unresolved immediate hazard or unstable condition that could expose workers before the investigation and corrective-action process is complete.

FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Do not allow the investigation process to normalize an unresolved hazard.

3. Regulatory, client, employer, and internal reporting requirements

13 Determine whether the incident triggers any mandatory external reporting, notification, recordkeeping, client, insurance, contractual, or corporate requirements.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Reporting rules vary by jurisdiction and incident type.

14 For U.S. OSHA-covered events, verify a work-related fatality is reported to OSHA within 8 hours when required by 29 CFR 1904.39.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: OSHA 1904.39 requires fatality reporting within 8 hours when applicable.

15 For U.S. OSHA-covered events, verify an in-patient hospitalization, amputation, or loss of an eye is reported to OSHA within 24 hours when required by 29 CFR 1904.39.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: OSHA 1904.39 requires reporting certain severe injuries within 24 hours.

16 Where OSHA injury and illness recordkeeping applies, verify each recordable case is entered on the OSHA 300 Log and OSHA 301 Incident Report, or equivalent, within 7 calendar days of receiving information that a recordable

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: OSHA 1904.29 requires recordable cases to be entered within 7 calendar days.

17 Confirm the information provided in external and internal reports is consistent with the known facts and is updated through the authorized process when material facts change.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Update reports through the authorized process when facts materially change.

18 Record report confirmation numbers, submission dates, responsible persons, regulator or client correspondence, recordkeeping references, and outstanding reporting actions.

FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Retain evidence that reporting obligations were completed.

4. Scene preservation, evidence, photographs, records, and witness follow-up

19 **Confirm the incident scene was preserved as far as reasonably practicable without delaying rescue, emergency control, or actions needed to prevent further harm.** FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Preserve the scene when safe and reasonably practicable.

20 **Verify photographs, video, sketches, measurements, equipment positions, damage patterns, environmental conditions, and other relevant physical evidence were captured before conditions changed.** CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Photograph wide views and close-ups before items are moved.

21 **Collect relevant permits, risk assessments, method statements, pre-task plans, inspection records, equipment logs, maintenance records, training records, drawings, schedules, and communication records.** FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Documents should reflect the version actually used on the day of the incident.

22 **Identify witnesses, supervisors, affected workers, contractors, equipment operators, first responders, and other people who may have relevant information.** CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Interview people separately when that improves independent recollection.

23 **Confirm interviews are documented objectively and distinguish observed facts, direct statements, assumptions, and later interpretation.** FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Distinguish facts from assumptions in interview notes.

24 **Preserve relevant digital and physical evidence using the project's evidence-control, confidentiality, privacy, and legal-hold requirements where applicable.** FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Sensitive evidence should be controlled without losing traceability.

5. Investigation progress, causal factors, root causes, and contributing conditions

25 **Verify the investigation team includes appropriate management, worker, technical, contractor, HSE, or specialist participation for the nature and severity of the incident.**

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: OSHA encourages worker and management participation in incident investigations.

26 **Confirm the investigation examines what happened, how work was actually performed, what controls were expected, and where the real work differed from the planned system.**

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Compare planned work with actual work to identify control drift.

27 **Identify immediate causes, contributing factors, failed or missing controls, equipment conditions, work-environment factors, supervision, communication, training, planning, and organizational influences.**

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Look at equipment, procedures, training, supervision, and program conditions together.

28 **Go beyond individual error by asking why the action or condition was possible, why existing safeguards did not prevent it, and why the issue had not been identified or corrected earlier.**

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: OSHA recommends looking beyond immediate causes and individual blame.

29 **Verify root causes are supported by evidence and describe underlying system or program weaknesses rather than relying only on labels such as carelessness or procedure violation.**

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Root causes should explain system weaknesses that can be corrected.

30 **Record unresolved questions, additional evidence needed, specialist testing, engineering review, medical or occupational-health input, or management decisions required before investigation closure.**

FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Keep the investigation open when important causal questions remain unresolved.

6. Corrective actions, hierarchy of controls, ownership, and due dates

31 **Convert investigation findings into specific corrective actions that address the identified hazards, failed controls, contributing factors, and root causes.**

CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Correct the hazard and the system weakness that allowed it.

32 **Prioritize elimination, substitution, engineering, isolation, physical safeguards, or other higher-level controls before relying only on reminders, retraining, or personal protective equipment.**

CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Higher-level controls are usually more reliable than reminders alone.

33 **Assign each corrective action a named owner, priority, due date, required resources, affected work areas or contractors, and objective completion evidence.**

CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Every action needs an owner and objective evidence rule.

34 **Define interim controls and work restrictions for actions that cannot be completed immediately so exposure remains controlled while permanent measures are developed.**

CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Interim controls should be explicit and physically verifiable.

35 **Confirm corrective actions address both the immediate incident location and other similar tasks, equipment, projects, contractors, or work areas where the same hazard may exist.**

CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Apply lessons to similar exposures beyond the original incident location.

36 **Escalate overdue or ineffective high-priority corrective actions when workers remain exposed or recurrence risk remains unacceptable.**

FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Overdue critical actions should trigger escalation, not silent date changes.

7. Verification of corrective-action completion and effectiveness

37 Verify each completed action at the workfront through inspection, testing, observation, document review, worker interview, equipment verification, or other objective evidence.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Completion and effectiveness are different checks.

38 Confirm repaired, modified, replaced, or newly guarded equipment has been tested or inspected as required before return to service.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Retest safety-critical equipment after repair or modification.

39 Check revised risk assessments, methods, permits, procedures, drawings, inspection forms, or training materials have been updated to reflect the corrective changes.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Controlled documents should reflect the changed work method.

40 Verify affected workers and supervisors understand changed controls and can demonstrate the new method, restriction, equipment feature, or emergency action where applicable.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Verify workers understand the change at the workfront.

41 Confirm the action prevents or reduces the identified risk without creating a new hazard, operational conflict, or unmanageable dependency.

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Check for unintended consequences after implementing controls.

42 Reopen or revise corrective actions when the physical condition, worker behavior, repeated finding, or follow-up evidence shows the original action was not effective.

FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Reopen actions when the evidence shows the risk has not been controlled.

8. Worker communication, learning, retraining, and broader prevention

43 **Communicate relevant incident findings, hazards, corrective actions, and prevention lessons to workers, supervisors, contractors, and managers who could face similar exposure.** FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: OSHA recommends communicating investigation results to prevent recurrence.

44 **Protect personal, medical, confidential, and investigation-sensitive information while still sharing the operational lessons needed to prevent recurrence.** CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Share operational lessons without exposing private information unnecessarily.

45 **Verify refresher or task-specific training is provided where the incident identified a genuine knowledge or skill gap, changed procedure, new equipment control, or revised emergency requirement.** FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Retraining should address a demonstrated gap, not replace stronger controls.

46 **Confirm supervisors reinforce the changed controls through pre-task planning, toolbox talks, observations, field coaching, inspections, or permit reviews as appropriate.** CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Supervisors should reinforce changes during real work.

47 **Review whether similar tasks, sites, contractors, equipment, materials, or operating conditions should be inspected proactively based on the incident findings.** FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Search for the same hazard elsewhere before another incident occurs.

48 **Capture lessons learned in a reusable format that can inform onboarding, training, procurement, maintenance, design, risk assessment, planning, and future project controls.** FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Good lessons learned should influence future planning and design.

9. Return-to-work, return-to-service, work restart, and restriction management

49 **Verify affected work resumes only after immediate hazards are controlled and the authorized person confirms required restart conditions are met.**

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Restart is a controlled decision, not an automatic end to the investigation.

50 **Confirm equipment, plant, temporary works, excavations, electrical systems, access routes, lifting systems, or other affected assets are formally released before reuse where required.**

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Assets affected by an incident may need formal inspection before reuse.

51 **Track medical or work-status restrictions through the appropriate authorized employer process without exposing confidential health information beyond those who need it.**

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Keep medical information within the appropriate authorized process.

52 **Verify modified work methods, crew arrangements, permits, supervision, exclusion zones, PPE, rescue provisions, or other restart conditions are physically in place.**

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Verify restart conditions physically before the crew resumes.

53 **Confirm contractors and subcontractors understand any temporary restrictions, changed interfaces, revised responsibilities, or additional approval requirements after the incident.**

CRITICAL | FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Contractors need the same revised control information as direct employees.

54 **Suspend the restarted activity again if follow-up monitoring identifies recurring hazards, ineffective controls, unauthorized deviations, or changed conditions that undermine the approved restart basis.**

FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Follow-up observation should confirm the restart basis remains valid.

10. Final review, trend analysis, records, management approval, and closure

55 **Summarize the incident follow-up status, investigation outcome, root causes, corrective actions, outstanding restrictions, external reporting, worker communication, and effectiveness verification.** CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Do not close the case while critical risk remains uncontrolled.

56 **Confirm all critical actions are closed or formally transferred into an authorized longer-term improvement plan with visible ownership and risk controls.** CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Long-term actions still need visible ownership after case closure.

57 **Review incident and near-miss trends by task, contractor, equipment, location, injury mechanism, root cause, failed control, repeat event, and corrective-action performance.** CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Trend root causes and failed controls, not only injury counts.

58 **Use the incident findings to update program evaluations, inspections, training, maintenance, procurement, design reviews, contractor controls, and leading indicators where appropriate.** CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Use incident data to improve the wider safety program.

59 **Verify required records are complete, accessible to authorized users, retained according to applicable rules, and linked to the incident case reference.** CRITICAL FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Retention requirements vary by record type and jurisdiction.

60 **Record final closure or conditional closure, remaining long-term actions, next effectiveness review date, incident owner, investigator, HSE reviewer, project or contractor manager, approver, date, time, and sign-off.** FOLLOW-UP

Verified | Follow-up due | Escalate now | N/A

Execution tip: Final closure should state exactly what remains open, if anything.