

[Date]

INCIDENT ANALYSIS COMMITTEE APPOINTMENT MEMO

TO: [Committee Chairperson]

FROM: Appointing Manager

SUBJECT: Incident Analysis Committee Appointment

You are hereby appointed as chairperson of a committee to analyze an incident that occurred in building \_\_\_\_\_ on \_\_\_\_\_. The incident involves

[Describe the incident in general terms]

The committee shall gather, evaluate, and organize relevant information about this incident and prepare an incident analysis report. The report should include the root cause(s) of the incident and the judgments-of-need that will prevent a recurrence of similar incidents.

The following persons are appointed as committee members to assist you with this assignment:

This incident analysis shall be conducted in accordance with Chapter 4 and Supplement 4.08 of the *Health & Safety Manual*. Serial number \_\_\_\_\_ has been assigned by the Hazard Control Department and shall be used on the final incident analysis report and supplementary documents. The report should be submitted to me by \_\_\_\_\_.

Use account number \_\_\_\_\_ to charge all committee work associated with this analysis and to obtain any supplies the committee needs.

[Appointing Manager]

cc:

[Each committee member]

[Each member's dept. head/div. ldr]

[Facility manager of the building]

[Program leader, if not the appointing manager]

[Assurance manager]

[Others as appropriate]

Incident Analysis Report Archive,

Hazards Control Department, L-383