



Accident Investigation Report

CONTRIBUTING FACTORS: <i>(Check all that apply)</i>
Disabled safety device
Failure to use guarding
Failure to use PPE
Failure to use proper tools
Fatigue
Inadequate communications
Inattentiveness/distraction
Lack of skill or training
Operating at excessive speed
Physical limitations or mental attitude
Servicing moving equipment
Unauthorized use
Under influence of drugs or alcohol
Unnecessary haste
Unsafe act of others
UNSAFE CONDITIONS: <i>(Check all that apply)</i>
Congested work area
Defective tools/equipment
Excessive noise
Hazardous atmosphere
Inadequate guarding
Inadequate lighting
Inadequate ventilation
Poor housekeeping
Unsafe storage
Unsafe walking surfaces
MANAGEMENT CONTROLS: <i>(Check all that apply)</i>
Improper job placement
Lack of/or improper procedures
Inadequate instructions
Inadequate supervision
Inadequate safety rule enforcement
Inadequate preventive maintenance
Unsafe design/construction
Inadequate environmental controls
Inadequate staffing
Inadequate security
Inadequate warning system

Name of Injured: _____ Age: _____

Job Title/Position: _____

Length of Employment: _____ Length of time in position: _____

Permanent: _____ Temporary: _____ Part Time: _____

Date of Accident: _____ Time of Accident: _____

Address/location of Accident: _____

Witnesses: _____

Describe activity at time of accident: _____

Describe any unsafe behavior: _____

Describe any unsafe conditions: _____

Were other employees injured/involved in the accident? _____

If employee was injured doing normal work activities, why did the injury occur in this case? _____

What corrective action is needed to prevent similar injuries? _____

Has this corrective action been taken? _____

If not, when will it be taken? _____

Supervisor/Investigator signature: _____ Date: _____

Reviewed and approved by: _____

Accident Investigation Instructions

Promptly conducting a thorough accident investigation after an injury occurs can be the first step toward preventing future worker injuries. Employers frequently overlook the benefits of completing this process. Investigations can lead to safer working conditions and help restore employees' sense of security. They can also increase productivity and save money for the company.

The primary goal of an accident investigation is to identify the underlying cause of the injury. This underlying cause, often called the "root cause of injury," is not always easily identified. An investigator may need to look at a series of causes and effects going back to the first incident on the chain of events leading up to the injury.

Here are some guidelines to follow when conducting an accident investigation:

- The immediate supervisor of the injured employee should perform the investigation.
- Begin the investigation immediately after the injured employee has received onsite medical assistance or has been transported to medical facilities.
- Preserve evidence (including tools and equipment) so their condition can be determined.
- Identify witnesses and conduct detailed documented interviews. Take photographs of equipment and conditions around the accident area.
- Access and review the training records of the injured and anyone else involved in the accident.
- Designate someone to prepare a written report when all of the facts of the accident have been reviewed.

An investigation should focus on **Who**, **What**, **Where**, and **When**, but the most important question is **Why** the injury occurred. Oftentimes the injured employee may have performed the same task repeatedly without experiencing an injury. It is important to know why the injury occurred *this* time. The answer to the **Why** question may indicate that something was done differently, and this can often be the "root cause" of the injury.