

 **Accident Investigation Report**

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|  | **CONTRIBUTING FACTORS:**(*Check all that apply)* |
|  | 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:** *(Check all that apply)* |
|  | 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:*(Check all that apply)* |
|  | 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:**\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Describe any unsafe behavior: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Describe any unsafe conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Were other employees injured/involved in the accident? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

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 If employee was injured doing normal work activities, why did the injury occur in

 this case? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_

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 What corrective action is needed to prevent similar injuries? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Has this corrective action been taken? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If not, when will it be taken? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 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.