

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

See reverse side for directions to complete this form.

IDENTIFICATION

Company Name: _____ Address: _____
Date of Accident: _____ Time: _____ Date Reported: _____
Employee Involved: _____
Position: _____ Department: _____
Date Employed: _____ Experience on Job: _____
Supervisor: _____
Witnesses: _____

INCIDENT

Accident resulted in: Injury Illness Property Damage
Recordability: First Aid Medical Lost Time
Nature of Injury: _____ Part of Body: _____
Type of Accident: _____
Description of Accident: _____

ANALYSIS

Describe Hazards, Unsafe Condition(s) or Act(s):

Describe Underlying Cause(s) or Failure(s):

CONTROLS

Recommended Corrective Action:

Action Taken:

Signed: _____ Department: _____ Date: _____

FOLLOW UP

Safety Committee Recommendations:

Signed: _____ Date: _____

Executive Special Orders:

Signed: _____ Date: _____

Note to Supervisor:

Remember, an accident investigation is not designed to find fault or place blame. It is an analysis to determine causes that can be controlled or eliminated.

IDENTIFICATION

This section is self explanatory. When completing this form, fill out the entire section.

INCIDENT

Accident resulting in: Check appropriate box.

Recordability: Check appropriate box based on:

- First Aid – Resulted in minor injury/treatment administered by trained first aider-on premises.
- Medical Treatment – Resulted in more serious injury/treatment administered by physician, emergency room-off premises.
- Lost Time – Employee missed more than 1/2 day from work.

Provide a brief description of the following:

- Nature of Injury – Principle physical characteristics/what happened to employee, i.e.; sprain, contusion, burn, laceration, etc.
- Part of Body – Body part directly affected by injury, i.e.; hand, fingers, arm, back, shoulder, etc. Be specific.
- Type of accident – Brief classification of type of accident, i.e.; material handling (lifting, pulling, pushing), contact with hot substance, slip/trip/fall, struck by/against, fall from elevator, etc.

Description of Accident: Describe in detail what happened; where it happened; why it happened; how it happened; what materials, equipment or conditions were involved; when it happened, etc. Provide prompt, accurate, thorough information.

ANALYSIS

Describe all hazard(s), condition(s) or act(s) which contributed to the accident:

- Unsafe conditions – Hazardous or unsafe physical condition or circumstance, i.e.; congested production area, improperly designed workstation or tools, spill (grease, oil, water, etc.) on the floor, inadequate lighting, poor housekeeping, defective equipment, weights handled, poor ventilation, etc.
- Unsafe acts – Unsafe work practice, i.e.; failure to place warning signs/tags/signals, leaving spills on floor, using defective equipment, horseplay, substance abuse, failure to use personal protective equipment, etc.

Describe all underlying cause(s) or failure(s) which contributed to the accident:

- Underlying causes/failures – Frequency or repetition of a task, improper postures, possible safety program deficiencies, i.e.; in effective rules/regulations, ineffective employee training, inadequate or unsafe job procedure, etc.

CONTROLS

Unsafe conditions and unsafe acts are symptoms of the underlying causes of accidents. Accident investigations should strive to identify the *underlying* causes, and recommendations should address corrective actions, both administrative and physical in nature. Consideration should be given to the physical work environment, managerial controls, and individual characteristics all of which contribute to industrial actions.

FOLLOW UP

Once investigations are completed, they should be periodically reviewed. This will ensure that proper controls were implemented and that the corrective actions remain a part of the safety program.

The safety committee and/or management are good sources to conduct this review. They can determine if the investigations are completed in a timely fashion, if they're thorough and if they're accurate. They should recommend any additional corrective action needed and monitor the implementation of any recommended controls.