

## SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

DEPARTMENT OR DIVISION		NAME OF PERSON FILLING OUT REPORT (PRINT)		WORK PHONE
LOCATION OF ACCIDENT		DATE OF OCCURANCE	TIME	DATE REPORTED
PERSONAL INJURY		PROPERTY DAMAGE		
INJURED'S NAME	WORK PHONE	PROPERTY DAMAGED		
POSITION	INJURED BODY PART(S)	DESCRIPTION OF DAMAGE		
NATURE OF INJURY		OBJECT/EQUIPMENT/SUBSTANCE/INFLECTING INJURY		
OBJECT/EQUIPMENT/SUBSTANCE/INFLECTING INJURY		PERSON WITH MOST CONTROL OF OBJECT/EQUIPMENT/SUBSTANCE		

DESCRIPTION	DESCRIBE CLEARLY HOW THE ACCIDENT OCCURRED		
	WITNESS NAME	ADDRESS	TELEPHONE NO.

ANALYSIS	WHAT ACTS, FAILURES TO ACT AND/OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS ACCIDENT?		

PREVENTION	WHY DID THE ABOVE ACTS, FAILURES TO ACT AND/OR CONDITIONS EXIST?		

PROBABLE RECCURRANCE RATE		LOSS SEVERITY POTENTIAL	
<input type="checkbox"/> FREQUENT	<input type="checkbox"/> OCCASIONAL	<input type="checkbox"/> RARE	<input type="checkbox"/> MAJOR
		<input type="checkbox"/> SERIOUS	<input type="checkbox"/> MINOR
SIGNATURE OF IMMEDIATE SUPERVISOR	DATE	SIGNATURE OF DEPARTMENT HEAD	DATE

**SUBMIT COMPLETED FORM TO: HUMAN  
RESOURCES & RISK MANAGEMENT**

# The Basics of Accident Investigation

## Purpose:

The intent of an accident investigation should be to determine the root cause of the accident so that proper controls/corrective actions can be implemented in order to prevent a recurrence.

## Who Should Conduct the investigation:

Front line supervisors and/or managers are the best personnel to conduct an accident investigation. They know the employees, job tasks, work processes, equipment, etc. and are responsible for the prevention of future accidents as well as overall safety of the employees within their department. In your role as a manager/supervisor, you are quite aware that accidents are unexpected and undesirable. Accident investigation is the first step toward avoiding future injuries and financial losses. When unsafe conditions and careless attitudes are changed, performance often improves as well.

## Goals of the Investigation-Fact Finding, Not Fault Finding

An investigation determines what, why and how the accident happened. Its purpose is not to blame someone. A good investigation looks at how a system makes it possible for accidents to take place. Often, you will find out that many similar incidents (small, less serious accidents) have happened before. It is very helpful to take a look at these also since it could prevent a serious injury.

## Why Some Accident Investigations Fail

- Causes typically listed as “employee error, knows better, careless, didn’t think”, etc.
- Investigation is done to “place blame” and/or “find fault” and not discover facts.
- Lack of and/or insufficient training on investigative process.
- Goal is to “fill out the form”, not to use as a “tool” to prevent injuries and solve problems.

## The Accident Investigation Process

Prompt investigation by manager/supervisor should be initiated within 48 hours of knowledge of the accident. This is important since pertinent information will be forgotten/distorted, people’s recollections begin to get “blurred” in a relatively short period of time and corrective actions need to be taken as soon as possible to prevent another injury. Accurate documentation of the facts (not options), conclusions and corrective actions is an essential part of the process. The “Accident Investigation Work Flow” is noted on the following page. Think in terms of: Who? What? When? Where? Why? How?

## Fix It!

Many of the immediate causes can be taken care of on the spot. Do what you can to reduce the risk. Other remedies may take time and funding.

## Accident Investigation Work Flow

- Injury occurs (Refer to Workers’ Compensation Policy)
- Injured worker immediately reports injury to the supervisor.
- Supervisor completes appropriate documentation and refers injured worker to County Nurse if necessary.
- Within 48 hours of knowledge of an injury, designated Supervisor/Manager to conduct through accident investigation. This process is to include meeting with the injured worker to obtain all facts surrounding the accident, and how it could have been prevented.
- After the accident is thoroughly investigated and all facts are documented, the Manager is to sign in designated area on the accident investigation, documenting their review of accident, and possible follow up, if necessary. If the injury occurred as a result of a safety violation, the supervisor/manager is to counsel injured worker, as appropriate with Policy & Procedure. (Contact Risk Management with any questions).
- After reviewing and signing the Accident Investigation Report, Department Manager to send accident investigation report to Risk Management.
- Risk Management is to review all completed accident investigation reports and utilize as appropriate.
- Risk Management to maintain a copy of the accident investigation report in claim file, and to use as tracking method for safety enhancement, and prevention.

# Sample Questions

## Thoughts to Direct Investigation of Injuries

### Who:

1. Who was injured?
2. Who saw the accident?
3. Who was working with the employee?
4. Who had instructed/assigned the employee?
5. Who else was involved?
6. Who else can help prevent reoccurrence?

### What:

7. What was the accident?
8. What was the injury?
9. What was the employee doing?
10. What had the employee been told to do?
11. What tools was the employee using?
12. What machine was involved?
13. What operation was the employee performing?
14. What instructions was employee given?
15. What specific precautions were necessary?
16. What specific precautions was employee given?
17. What PPE should have been used?
18. What PPE was the employee using?
19. What did others do to contribute to accident?
20. What problem/question did employee encounter?
21. What did employee/witnesses do when accident happened?
22. What extenuating circumstances were involved?
23. What did employee or witnesses see?
24. What will be done to prevent reoccurrence?
25. What safety rules were violated?
26. What new rules are needed?

### When:

27. When did the accident occur?
28. When did the employee start on the job?
29. When was the employee assigned on the job?
30. When were the hazards pointed out to the employee?
31. When had the employee's supervisor last checked on job progress?
32. When did the employee first sense something was wrong?

### Why:

33. Why was the employee injured?
34. Why and what did the employee do?
35. Why and what did the other person do?
36. Why wasn't protective equipment used?
37. Why weren't specific instructions given to the employee?
38. Why was the employee in the position?
39. Why was the employee using the tools or machine?
40. Why didn't the employee check with the supervisor when the employee noted things weren't as they should be?
41. Why did the employee continue working under the circumstances?
42. Why wasn't the supervisor there at the time?

### Where:

43. Where did the accident occur?
44. Where was the employee at the time?
45. Where was the supervisor at the time?
46. Where were fellow workers at the time?
47. Where were other people who were involve at the time?
48. Where were witnesses when the accident occurred?

### How:

49. How did the employee get injured?
50. How could the employee have avoided it?
51. How could fellow workers have avoided it?
52. How could supervisor have prevented it?
53. Could it have been prevented?