

# Accident Investigation and Hazard Control

## GENERAL INFORMATION

Person Involved: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Incident Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m. Date Report: \_\_\_\_/\_\_\_\_/\_\_\_\_

Was Accident Reported Immediately? \_\_\_\_\_ If Not, Why? \_\_\_\_\_

Incident Description: \_\_\_\_\_

Activity: \_\_\_\_\_

Reaction: \_\_\_\_\_

Object(s) Involved: \_\_\_\_\_

Exact Location: \_\_\_\_\_

Description: \_\_\_\_\_

Nature of Injury: \_\_\_\_\_

Body Part Affected: \_\_\_\_\_

Resulting Injury: \_\_\_\_\_

Witness Names: \_\_\_\_\_

## DEFINITIONS

**Activity-** What tasks were involved, what was the employee doing? (Example: employee was pushing cart.)

**Reaction-** What happened? (Example: employee fell.)

**Objects Involved-** What tools, equipment, substances (water, chemicals, etc.) were contributing factors to the accident.

**Exact Location-** Be as specific as possible. (Example: Department 42, CNC machine #3 operators area.)

**Description-** Describe course of action that lead to accident. (Example: employee slipped on wet floor.)

**Body Part Affected-** What body part was injured or affected (neck, index finger left hand, right thigh, etc) be as specific as possible.

**Resulting Injury-** Was it a laceration, contusion, broken bone, etc?

## SUPERVISOR INVESTIGATION

How Long Has Employee Worked In This Department? \_\_\_\_\_ How Long This Job? \_\_\_\_\_

Was Employee Familiar With Operation Being Performed At Time Of Accident? \_\_\_\_\_

Was Operation Being Performed At Time Of Accident Part Of Employee's Normal Duties? \_\_\_\_\_

If Not, What Was Different? \_\_\_\_\_

## ROOT CAUSE ANALYSIS

**Why Accident Occurred-** List all contributing factors and ask “**why**” at least 5 times to step back to root cause. (Example: Water on floor – why? Machine was leaking – why? Condensation tray was full – why? Drain tube was plugged – why? Debris in drain tube – why? Scheduled maintenance did not address drain tube.)

**Root Causes-** Those contributing factors that lead to accident. (see why analysis above)

**Corrective Action-** What will be done to correct causes to mitigate problem (Example: include drain cleaning as part of routine maintenance.)

# Accident Investigation and Hazard Control

Why Accident Occurred (Record All Details): \_\_\_\_\_

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

Root Causes: \_\_\_\_\_

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

Corrective Action Needed: \_\_\_\_\_

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

Corrective Action Assigned To: \_\_\_\_\_

Target Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Follow-up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_

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

Safety Committee Review: \_\_\_\_\_

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Management Review: \_\_\_\_\_

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*When appropriate, add photographs or measurements to this form.  
Just staple additional pages to this form and include as part of investigation.

**ADDITIONAL NOTES:**