INTERNAL ACCIDENT INVESTIGATION FORM

This form is an internal accident investigation document meant to facilitate, change, and improve the work environment for your employees. The investigation process is not fault finding and should not be used as an impetus for disciplinary action.

These steps will help you investigate an accident and fill out the form:

- 1. Discuss the accident with the employee involved and with any witnesses. Be sure to question the why ~ what ~ where ~ when ~ who ~ how aspects of the accident.
- 2. Inspect the equipment or materials involved for conditions that could be made safer.
- 3. Study the job set-up and process of doing work. Could it be improved?
- 4. Is the employee involved suited for the job he/she is doing? Did he/she receive adequate training? Are there any other contributing factors/problems? (i.e. use of drugs or alcohol, or emotional problems)
- 5. Recommendations to correct the problem must be practical. Be sure your recommendations will not create other situations, which could result in injury to employees.
- 6. Use the form to organize information gathered from your observations and interviews.
- 7. Complete your investigation report no later than the next working day after the accident.

Accidents Don't Have to Happen!

ACCIDENT INVESTIGATION FORM

En	nployee Involved		Dept
En	nployee #	Employment Status P/T F/T	Temporary Shift
Da	te of Accident//	Time am or pm Loc	cation
Jo	b	Activity at Time of	f Accident
DI —	ESCRIPTION OF ACCIDI	ENT: What happened at the time of	f the accident?
W	itnesses:		
W	HAT WAS THE CAUSE (OF THE ACCIDENT?	
		ing all the contributing factors if either d. Find out HOW and WHY .	r a person, machine, or other
Us	e the form to organize inform	nation gathered from your observation	ns and interviews.
A.	Describe any <i>UNSAFE</i> acc	ts:	
В.	Describe any <i>UNSAFE</i> co	nditions:	
C.	Describe the <i>FUNDAMEN</i>	NTAL ACCIDENT CAUSE:	
W	HAT CORRECTIVE ACT	TIONS WILL BE TAKEN?	
	hat have you done or what donilar accident?	o you recommend to change or modify	y to prevent recurrence of a
— На	as it been done? Yes No	If Not, Why? (Explain)	
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