

A background image showing a close-up of several people's hands and arms around a table. One person is writing on a document with a pen. Another person's hand is resting on a document that features several colorful circular charts or diagrams. The scene is brightly lit, suggesting an office or meeting environment.

POWER

*through Partnership*

# Supervisor's Accident Investigation & Report

Roman Catholic Diocese of Des Moines

## SUPERVISOR'S ACCIDENT INVESTIGATION REPORTING PROCEDURES

**REASON FOR REPORT:** Completing the Supervisor's Accident Investigation Report form (the "Report") is an important step in preventing future workplace injuries. Injuries must be thoroughly understood in an effort to prevent repeat occurrences. The investigation pinpoints the causes of an accident and provides an accurate analysis of the steps that must be taken to prevent a recurrence. After the investigation, all missing safeguards or corrective measures must be put into place.

**WHO COMPLETES REPORT:** The Business Manager (or staff member with HR responsibilities) together with the supervisor of the individual(s) injured in the accident should jointly complete the Report.

**WHO RECEIVES THE COMPLETED REPORT:** Provide your location's Safety Committee with a copy of the completed Report and email a copy of the completed Report to Alison Miner, of AssuredPartners, at: [alison.miner@assuredpartners.com](mailto:alison.miner@assuredpartners.com).

A copy of the Supervisor's Accident Investigation Report form is attached.

## SUPERVISOR'S ACCIDENT INVESTIGATION PROCEDURES

There are five steps to an effective accident investigation:

1. **Gather information:** The investigation team researches the facts about the accident. This research includes interviewing witnesses and others involved, reviewing security video (if any), and observing details of the accident site. The Report is used to document the facts and organize the information.
2. **Analyze facts:** The investigation team analyzes the information gathered during the investigation to identify the causes of the accident and any factors that contributed to the accident and to determine how the accident could have been prevented.
3. **Report findings:** The investigation team completes the Report with details including who was involved, where the accident occurred, when it happened, and what caused it. The Report also includes recommendations regarding what can be done to prevent a similar accident from happening again.
4. **Act on recommendations:** Management reviews the report and determines how to prevent the accident from happening again. A modification to a safety policy, procedure, or program needs to be developed and implemented to prevent future accidents.
5. **Follow up:** The Safety Committee follows up to ensure that appropriate corrective action was taken to prevent the accident from happening again.

# SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

Employee Name: \_\_\_\_\_

Accident Date: \_\_\_\_\_ Accident Time: \_\_\_\_\_  a.m.  p.m.

Position: \_\_\_\_\_ Age: \_\_\_\_\_

How long in this job? Years \_\_\_\_\_ Months: \_\_\_\_\_

Employing Location Name (Parish, School or Diocese): \_\_\_\_\_

Employee's Injuries: \_\_\_\_\_

Where did the accident happen and what happened (be specific)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did any **unsafe acts** contribute to this accident?  Yes  No If "Yes", check all that apply below.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Lack of training or skill | <input type="checkbox"/> Operating at unsafe speeds                   | <input type="checkbox"/> Horseplay               |
| <input type="checkbox"/> Lack of written procedure | <input type="checkbox"/> Operating without proper authority           | <input type="checkbox"/> Unsafe lifting          |
| <input type="checkbox"/> Inadequate Procedure      | <input type="checkbox"/> Working on moving equipment                  | <input type="checkbox"/> Improper dress          |
| <input type="checkbox"/> Failure to anticipate     | <input type="checkbox"/> Failure to use available equipment/tools     | <input type="checkbox"/> Poor housekeeping       |
| <input type="checkbox"/> Disabled safety devices   | <input type="checkbox"/> Improper personal protective equipment (PPE) | <input type="checkbox"/> Distracted              |
| <input type="checkbox"/> Rushing                   | <input type="checkbox"/> Failure to lockout                           | <input type="checkbox"/> Other (describe below): |

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did any **unsafe conditions** contribute to this accident?  Yes  No If "Yes", check all that apply below.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Inadequate guarding          | <input type="checkbox"/> Improper ventilation            | <input type="checkbox"/> Slippery walking surface |
| <input type="checkbox"/> Unsafe equipment             | <input type="checkbox"/> Unsafe position/Ergonomic Issue | <input type="checkbox"/> Noise                    |
| <input type="checkbox"/> Defective equipment or tools | <input type="checkbox"/> Weather Conditions Snow and Ice | <input type="checkbox"/> Other (describe below):  |
| <input type="checkbox"/> Improper lighting            | <input type="checkbox"/> Uneven walking surface          |   |

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What steps should be taken to prevent future accidents? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

Since the date of the accident, what steps have been taken to prevent future actions?

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How will these steps improve location operations and/or prevent future accidents?

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Investigated by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Safety Committee Steps

1. Incident Analysis Completed by \_\_\_\_\_ Date: \_\_\_\_\_

2. Accident Report Completed by \_\_\_\_\_ Date: \_\_\_\_\_

3. Follow-up Activity:

• Step 1: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

• Step 2: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_