

Supervisor's Accident Investigation Reporting Process

7/01/2020 – 6/30/2021

REASON FOR REPORT: Injuries must be thoroughly understood in an effort to prevent repeat occurrences. The investigation pinpoints the causes of an incident and also 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 Supervisor's Accident Investigation Report. Send the completed report to Anne MacFarland of LMC Insurance & Risk Management at: anne.macfarland@lmcins.com.

INVESTIGATION PROCESS: There are five steps to an effective accident investigation:

1. **Gather information:** The investigation team learns the facts about the incident and interviews witnesses and others involved. The Accident Investigation Form is used to document the facts and organize the information.
2. **Analyze facts:** The investigation team identifies the causes of the incident and contributing factors and determines how the incident could have been prevented.
3. **Report findings:** The investigation team completes the accident investigation report that describes who was involved, where the incident occurred, when it happened, and what caused it. The report recommends what can be done to prevent the 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 recurrences. This assures proper corrective action is taken.
5. **Follow up:** The Safety Committee follows up to ensure that appropriate corrective action was taken to prevent the incident from happening again.

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

Employee Name: _____ Date/Time of Accident _____

Position: _____ Age: _____ How Long on Job: _____

Location of Accident and Description of What Happened:

What else might have contributed to the accident? Such as: equipment/material, people, environment/conditions, etc.

What should be done to prevent a future accident?

What action(s) have you taken?

How will this improve Operations and/or prevent future accident?

Investigated By: _____

Date: _____

Reviewed By: _____

Date: _____

SAFTEY 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 _____