

Supervisor's Accident Investigation Reporting Process  
January 21, 2015

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.

The Business Manager (or staff member with HR responsibilities) together with the supervisor of the individual(s) injured in the accident should complete the Supervisor's Accident Investigation Report together.

There are five steps to an effective accident investigation:

- **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.
- **Analyze facts**: The investigation team identifies the incident's causes and contributing factors and determines how the incident could have been prevented.
- **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.
- **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.
- **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**

Name \_\_\_\_\_ Age \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ How Long on Job \_\_\_\_\_

Location of the accident and a description of how the accident happened.

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

What else might have contributed to the accident? Such as equipment/material – people – Environment/conditions.

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

What should be done to prevent a future accident?

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

What Action Have You Taken?

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

How Will This Improve Operations and or prevent future accident?

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

1) Investigated By - \_\_\_\_\_ Date - \_\_\_\_\_

2) Reviewed By - \_\_\_\_\_ Date - \_\_\_\_\_

3) Incident Analysis Completed by \_\_\_\_\_ Date \_\_\_\_\_

4) Accident Report Completed by \_\_\_\_\_ Date \_\_\_\_\_

5) Follow-up Activity:

Step 1 \_\_\_\_\_ Completed by \_\_\_\_\_ Date \_\_\_\_\_  
Step 2 \_\_\_\_\_ Completed by \_\_\_\_\_ Date \_\_\_\_\_  
Step 3 \_\_\_\_\_ Completed by \_\_\_\_\_ Date \_\_\_\_\_

**SUPERVISOR'S ACCIDENT INVESTIGATION REPORT - EXAMPLE**

Name: John Doe

Age: 40

Time: 2:45

Date: 3/2/2015

Position: Teacher

How Long on Job: 3 Years

**Location of the accident and a description of how the accident happened.**

*John Doe fell while carrying supplies down stairs outside of the parish hall.*

**What else might have contributed to the accident? Such as equipment/material – people – Environment/conditions.**

*There were icy conditions that morning. Sidewalks and parking lots were salted however parts of the stairs were not. Also there was not any railing to hang on to on the stairs.*

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\_\_\_\_\_

**What should be done to prevent a future accident?**

*Better job of salting the stairs and installing a railing for protection.*

\_\_\_\_\_

\_\_\_\_\_

**What Action Have You Taken?**

*Discussed with maintenance staff importance of making sure of stairs being completely salted. They will begin logging all salting/sanding for documentation purposes. Also, have requested that we contact a contractor for pricing on the installation of railing for the stairs.*

\_\_\_\_\_

\_\_\_\_\_

**How Will This Improve Operations and or prevent future accident?**

*Help in preventing future slips and/or falls on the stairs by the parish hall.*

\_\_\_\_\_

Investigated By - John Doe Date - 3/2/2014

Reviewed By - Safety Committee Date - 3/6/2015