

REDUCE RISK. PREVENT LOSS. SAVE LIVES.

Sample accident investigation form

The following sample accident investigation form provides examples of important information that should be gathered after an accident. The information collected during the investigation is crucial to discovering the root cause(s) of the accident. The form lists possible questions to answer throughout the investigation. Also included with the form is a listing of possible root causes to keep in mind when investigating an accident.

For important information on what to do both before (planning for) and after an accident occurs, see the sample checklists "Pre-accident investigation checklist," "Accident investigation checklist" and the "Post-accident investigation checklist."

Note: The Sample accident investigation form begins on the next page



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RISK CONTROL

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Identification						
Location where accident occurred:			_ Employer's premises: 🛛 🗌 Yes 🗌 No			
Date of accident:	Time:		Date of report:			
Who was affected:			Employee Non-employee			
If employee, length of time with firm?						
Current job title or occupation:	Length of time in position:					
Name of department normally assigned	to:					
What property was damaged:			Owned by:			
Name all witnesses to incident:						
Risk potential (How severe was the accident and how often could it happen if improvements are <u>not</u> made?)						
Severity potential:						
Description (Step-by-step, describe the actions, conditions, and decisions that led to the accident.)						
Description of events:						
Symptoms						
Describe the unsafe acts and conditions that existed (refer to back page):						

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Root causes

Summarize the root causes which led to this event (refer to back page):

Corrective action

Corrective actions: What has and/or should be done to control the root causes listed (add responsible person's name beside each action):

Completed by:

_____ Date: _____

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POSSIBLE SYMPTOMS (NOT ALL INCLUSIVE):							
Uns	Unsafe conditions						
Operating without authority	Failure to lock-out	Inadequate guard/safety device					
Failure to make secure	Improper loading of material	• Defective tools, equipment or materials					
Operating at unsafe speed	Improper placement of material	Poor housekeeping					
Failure to warn/signal	Improper lifting	Protruding object					
Making safety devices inoperable	Horseplay	• Fire and/or explosion hazard					
Removing safety devices	Under influence of alcohol and/or drugs	Close clearance/congestion					
Using defective equipment	Following too close	Environmental conditions					
Using equipment unsafely	Improper lane change	Inadequate work station design					
Failure to use PPE properly	• Failure to obey signals	Poor vehicle condition					

	POSSIBLE ROOT CAUSES (NOT ALL INCLUSIVE):						
٠	Inadequate leadership/supervision:	•	Mental stress:				
	> Poor instruction or orientation training		> Emotional overload				
	> Poor matching of people with tasks		> Conflicting demands				
	> Poor performance measurement and feedback		> Monotony				
•	Inadequate work standards:		> Extreme concentration demands				
	> Inadequate development	•	Physical stress:				
	> Poor communication of maintenance of standards,		> Fatigue due to overtime				
	policies, and procedures		> Task duration or lack of rest				
•	Inadequate engineering:	•	Inadequate maintenance:				
	> Inadequate consideration of ergonomics		> Inadequate plan				
	> Inadequate design criteria		 Inadequate execution of maintenance and/or repairs 				
	> Inadequate assessment of loss exposures		> Inadequate tools and/or equipment				
•	Ineffective motivation:						
	> Improper production incentives						