Supervisor's Accident Investigation Report (Completed by Supervisor of Injured Employee)

ompany		Address			
Name of Injured Employee	Dept		Position		How long in position?
Date of Accident	<u></u>	Time of	Accident.	Nature o	f Injury
			0 Property Damag	e (specifu)	
Injury Resulted in: 0 Injury	;	O Fatality	O Eroberty Evening	- (°	Days Lost Time?
Medical Treatment 0 None 0 First Aid		or Paramedic	0 Doctor or Clinic	0Hosp	ital
Drug Tested? o Yes o No		ol Tested? o Yes			
What was the injured emplo	vee doing	at the mile of the s	The Spin and Spin are		
				<u> </u>	
How did the accident occur	(brief desc	ription)?			
			<u> </u>	-	
What environmental factors	funsafecc	nditions) contribu	ted to the accident? (s	ee next page	for examples)
What environmental factors	(LILEAGE CL	//			
				- For overe	-dos)
What behavioral factors (un	safe ads) o	contributed to the	accident? (see next pa	ge for exam	
			·		
WI	be taken t	o prevent recurren	nce? (see next page for	examples)	
What corrective actions can	be taken t	o prevent recurrer	nce? (see next page for	esamples)	
What corrective actions can	be taken t	o prevent recurrer	nce? (see next page for	examples)	
What corrective actions can	be taken t	o prevent recurrer	nce? (see next page for	examples)	
				examples)	
What corrective actions can What corrective actions ha				examples)	
				examples)	
				examples)	
				examples)	
What corrective actions ha				examples)	
				examples)	
What corrective actions ha			arrence?	examples)	
What corrective actions ha		ken to prevent rec		examples)	Date

<u> Section 4 - Accident Management</u>

A. Accident & Near Miss Reporting Procedures

If you have a near-miss situation while working, notify your supervisor immediately. The situation will be investigated and corrective action implemented to prevent future injury. Employees and witnesses must fully cooperate in the investigation. If you are injured on the job:

- a. Contact your supervisor, or the nearest coworker (who should notify a supervisor) if you are unable to contact your supervisor due to the severity of your injury.
- b. The designated employee who is trained in first-aid and/or CPR should be immediately notified to assist in the situation.
- e. First aid kits, which are prominently displayed throughout the workplace, should be made available and medical supplies promptly refilled (by the Safety Director).
- d. If needed, the supervisor or his designee should transport the injured worker to the company's designated medical facility to receive appropriate medical attention. A postaccident drug and/or alcohol test will be conducted in accordance with the company's Substance Abuse and a Drug Free Workplace Policy per the Employee Handbook.
- e. If rescue personnel are summoned, the supervisor should delegate an individual to wait for the rescue team and escort them to the injured employee.
- f. All witnesses to the accident should be available to speak with the Safety Director and/or supervisor and cooperate in all accident investigations.
- g. The Safety Director should immediately notify the insurance company of the accident and file a workers' compensation claim.

Every accident or near-miss situation should be reported immediately. Injured employees and witnesses to the accident will assist the supervisor in completing an accident investigation. Injured employees must comply with the medical treatment provided by the treating physician, cooperate with the insurance company and its designees, and abide by the company's return-towork policy.

B. Accident Investigation

When an accident occurs, it is an indication that something has gone wrong. Accidents don't just happen, they are caused. The basic cause(s) of accidents are unsafe acts and/or conditions. The supervisor must investigate every accident to determine the cause and to initiate corrective action to assure that similar type accidents will not recur from the same causes.

Supervisors should complete the following accident investigation form and submit a copy to the Safety Director and Safety Committee for review. The Committee and/or Safety Director should evaluate the corrective action taken or suggested by the supervisor and instruct if additional changes should be made.

Tips on accident investigations:

- 1. Every accident is caused. Carelessness is not a cause, but the result of some deficiency. Telling employees to be more careful will not eliminate the real accident cause.
- 2. An accident investigation is not a trial to find fault or to place blame. Its purpose is to find accident causes so that corrective measures may be taken to prevent future accidents.
- 3. Most accidents result from a combination of human error (unsafe behavior) and a physical hazard (unsafe condition). Do not overlook the possibility of multiple errors and hazards.
- 4. Don't stop at the obvious answer. For instance, a missing machine guard does not cause an accident. The accident happened because the operator entered the point of operation.
- 5. Determine why the operator did this and why-the guard was off the machine. Only by correcting both problems can you prevent future accidents.
- 6. The accident investigation should be conducted as soon after the accident as possible. Facts should be gathered while the accident is fresh in the minds of those involved. If possible, question every employee who was involved or witnessed the incident. Delay interviewing injured employees until after medical treatment has been received.
- 7. Other employees who did not witness the accident but work in the area, may contribute information regarding the injured workers' activities prior to the accident and conditions at the time of the
- 8. The accuracy and completeness of the information received from the injured worker(s) and witnesses depends on how well the interview is conducted. Supervisors should:
 - a. Put employees at ease.
 - b. Ask what happened and how it happened.
 - c. Permit employees to answer without interruptions.
 - d. Show concern.
 - e. Remember, nothing is gained with criticism or ridicule.
 - f. Ask why questions only to clarify the story.
 - g. Repeat the story as you understand it.
 - h. Give the employee the chance to correct any misunderstandings that you have.
 - i. Photographs of the conditions as they exist immediately following the accident, including photos of the damaged equipment, are very helpful.
 - j. Damaged equipment should be removed or secured for future testing and used as evidence.
 - k. Take immediate action to correct any obvious unsafe conditions. Determine the basic accident causes and correct or recommend action to prevent reoccurrence.

Supplemental Information for completing the Accident Investigation Report Note: Each accident will involve at least one of the following conditions as a contributing factor.

Environmental Factors (Unsafe Conditions)

Environmental Factors (Unsafe Conditions)		
	Definition of Condition	Suggested Concenter recession
Conditions Unsafe procedures	Hazardous Process. Management failed to make adequate plans for safety.	A. JSA (Job Safety Analysis) B. Formulation of Safe Procedures A. Inspections
Improperly guarded	Work areas, machines, or equipment that are unguarded or inadequately guarded.	B. Checking plans, bluepunts, purchase orders, contracts and materials for safety C. Include guards in original design, order & contract D. Provide guards for existing hazards
Defective through use	Buildings, machines, or equipment that have become rough, slippery, sharp edged, worn, cracked, broken, or otherwise defective Through use or abuse.	A Inspections B. Proper Maintenance
Defective through design	Failure to provide for safety in the design, construction, and installation of buildings, machinery, & equipment. Too large, too small, not strong enough.	A. Source of supply must be reliab B. Checking plans, blueprints, purchase orders, contracts, & materials for safety C. Correction of defects
Unsafe clothing or personal protective equipment	Management's failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, & other articles of safe dress or apparel.	A. Provide safe apparel or personal protective equipment. B. Specify the use or non-use of certain apparel or protective equipment on certain jobs.
Unsafe housekeeping facilities	Unsuitable layout or lack of equipment necessary for good housekeeping (i.e. shelves, boxes, bins, aisle markers, etc.)	A. Provide suitable layout and equipment necessary for good housekeeping. A. Improve ventilation
Improper ventilation	Poorly or not ventilated area	A. Improve illumination
Improper illumination	Poorly or not illuminated area	24 444

Behavioral Factors (Unsafe Acts)

	Behavioral Factors (Unsafe Ac	Suggested Corrective Action
Factor Lack of knowledge or skill	Unaware of safe practice; unpracticed or unskilled. Not properly instructed or trained.	A. Job Training B. Improved hiring practices
Improper attitude Physical Deficiencies	Worker was properly trained and instructed, but failed to follow instructions. Worker has impaired eyesight or hearing, heart trouble, hernia, previous injuries,	A. Supervision B. Discipline C. Improved hiring practices A. Pre-employment physicals B. Periodic physicals
	etc.	C. Proper placement of workers D. Identification of workers with temporary physical deficiencies
Substance Abuse	Worker was under the influence of (illegal or prescribed) drugs or alcohol while completing task.	A. Drug-Free Workplace Policy with drug/alcohol testing B. Discipline C. Rehabilitation

Self-Inspection Check List (page 1 of 2)

Distribution: 0 Copy to Safety Director	0 Copy to Safety	Committee	0 Copy
Turn actor	า	Title:	
Date: Inspector			
Grade: 1= Satisfactory, 2 = Needs some :	attention 3 = Needs im	mediate actio	n
Item		Grade	Comments
Housekeeping		 	
General neatness of work area.			
Adequate and proper storage space for	r tools & materials		
Adequate sanitary & disposal facilities	provided	<u> </u>	
Waste material containers emptied reg	<u>ularly</u>		
All spills immediately wiped up			
Storage & equipment rooms neat and	orderly	<u> </u>	<u></u>
Fire Prevention		 	
Fire extinguisher checked & available			
No smoking signs posted & enforced		<u> </u>	
Proper 3e, use & handling of flamn	nable & combustible		
		-	
lation adequate			
Tools. Machinery & Equipment		· · · · · · · · · · · · · · · · · · ·	
Flectrical tools properly grounded			
langers posted		 	<u> </u>
lectrical lines located and	marked	ļ	
Machines guards in place		 	
Regular inspection & maintenance of t	ools		
Regular inspection & maintenance of	machinery	 	
Lights, brakes, & warning signals ope	erative		
Cutting & Welding		т	
Proper goggles, glasses, gloves & clot	hing worn		
Fire hazards removed & flammable m	naterials protected		
Gas cylinders chained & upright			
Gas lines in good condition			<u></u>
Gauges and anti-flashback devices op	erable		
Cylinders stored properly with caps u	sed		
Welding shields used when necessary			
Hot works permit posted and enforce	<u>d</u>	<u> </u>	
Ladders			
Ladders inspected and in good condit	ion	<u></u>	
Properly secured to prevent slipping &	& falling		
Ladder side rail extends 3 feet above	landing area		

Self-Inspection Check List (page 2 of 2)

Grade: 1 = Satisfactory, 2 = Needs some attention, 3 = Needs immediate action

Item	I Grade I Comments		
Metal ladders not used around electrical hazards			
Step ladders fully open when in use			
Material Handling			
Materials properly stored & stacked			
Stacks on firm footings and to be stable			
Passageways provided and not blocked			
Personnel lifting loads proper			
Proper lifting techniques used			
Flammable Gases & Liquids	T T		
All flammable waste disposed of properly			
Proper storage containers/cans used			
Fire hazards checked			
Proper type of fire extinguishers provided			
Instruction on proper use and handling of materials posted			
Personal Protective Equipment			
Proper eye, ear, face, head, and hand protection used			
Respirators & masks used when necessary			
Proper clothing wom			
Other			

Repairs/C Repairs/C	Corrections must be completed by: (date)
Supervisor	Date: