



# SUPERVISOR'S INVESTIGATION REPORT

The unsafe acts of persons and the unsafe conditions that cause accidents can be corrected only when they are known specifically. It is your responsibility to find them and name them and to state the remedy for them in this report.

		Code
Company		Branch or subsidiary
Location of accident: <i>(The name or number of building, store, dept., floor, etc.)</i>		Date and hour of accident
Name of injured person	Injured's dept. or division	Injured's job or position

Describe the injury

Describe the accident *(State what the injured was doing and the circumstances leading to the accident.)*

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Unsafe condition *(Describe as oily floor, poor light, lack of guards on belts and gears, broken steps, etc.)*

Unsafe act--Unsafe work procedure *(Described as removed guard, adjusted moving machine, or a specific item of substandard procedure, lack of planned safety, etc.)*

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Remedy *(As a supervisor, what action have you taken or do you propose taking to prevent a repeat accident.)*

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Supervisor	Reviewed and approved by	Date report prepared
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(Use reverse side for sketch and additional detail)

# ACCIDENT INVESTIGATION

Each accident regardless of whether it results in a personal injury, property damage, or a near miss should be investigated to determine the actual cause and to take proper action to prevent recurrence.

The accident should be investigated by the supervisor of the injured employee or department involved. The investigation should be conducted as soon as possible to get the most accurate information. Your purpose is to obtain facts and prevent recurrence - not place blame.

## STEPS TO FOLLOW

1. Obtain notice of event.
2. Go to the scene immediately.
3. Find out what happened.
4. Determine accident CAUSES.
5. Develop and implement corrective action.
6. Complete all sections of the form.
7. Report to management.
8. Follow up.

This Guide is to stimulate questioning in determining the DIRECT and INDIRECT accident causes.

QUESTIONS TO ASK	IF THE CAUSES APPEAR TO BE	
	CONDITIONS	ACTIONS
WHY	!! did it exist? !! had no one noticed and corrected it?	!! was it being done? !! was it being done this way? !! was it (job or detail) necessary?
WHAT	!! caused it to exist? !! caused it to be involved?	!! was its purpose? !! other way could it be done? !! details could be eliminated? !! instructions were not followed?
WHERE	!! was it? !! was its source? !! else does it exist? !! can I find out?	!! should it be done? !! else is it being done?
WHEN	!! did it occur? !! do similar conditions occur?	!! should it be done?
WHO	!! was responsible for it? !! can give me answers? !! should take corrective action?	!! is best qualified to do it? !! can give me answers? !! can show me what was being done?
HOW	!! should it be corrected? !! can it be avoided in the future?	!! is the best way to do it? !! can it (job or detail) be improved?