

SUPERVISOR'S ACCIDENT REPORT

The purpose of the Supervisor's Accident Investigation is to determine both the immediate and root causes of an incident that resulted in injury or property damage or had the potential to cause injury or damage property. By root cause we mean the underlying reasons for the accident. For example, the immediate cause of a slip and fall may be water on the floor, but the root cause or underlying cause could be the maintenance issues resulting in the leaking water pipe or the method used to carry water that resulted in spilled water. Once the immediate and root causes of the accident have been determined, preventative measures can be identified and effectively instituted.

To be effective, the investigation must be fact-finding, not fault finding.

It is the immediate manager or supervisor who has the prominent role in conducting the accident investigation. The manager or supervisor should:

- 1) collect the facts,
- 2) determine the sequence of events
- 3) determine the immediate cause(s)
- 4) determine the "root" or underlying cause(s),
- 5) identify controls or action(s) that will help prevent reoccurrence,
- 6) take or assign corrective action, and
- 7) follow-up to ensure that corrective action is effective.

All accidents should be investigated promptly regardless of their severity. Promptness of the investigation is essential since conditions at the accident scene change and witnesses are likely to forget with time. Promptness in checking the scene assures employees that management is highly concerned for their well being.

Accident investigation reports should be submitted within 24 hours of the first notice of the incident using the attached form to report to senior management what is being done to prevent a reoccurrence.

For additional information in accident investigation methods, please refer to the Cal/OSHA website: http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html#9

WHY DID IT HAPPEN

INVESTIGATION

Date of Investigation: _____ Person(s) Making Investigation: _____

Employee's Supervisor: _____

Who was immediately in charge at the time of injury: _____

Please explain training that was provided to perform the task and when it was last provided: _____

Is there a written procedure describing how to safely perform the task? Explain: _____

Equipment involved: Type _____ Model No _____ Manufacturer _____

Immediate Cause: _____

ROOT CAUSE ANALYSIS – Why the incident occurred

VERIFICATION THAT ACTION HAS BEEN TAKEN

Corrective Action

Describe action that has been taken and what actions remain to be taken. List interim or temporary actions. Any delayed actions should be explained.

Supervisors Signature: _____

Date: _____

Safety Committee Review: _____

Date: _____

Verification that correction is complete:

Senior Manager: _____

Date: _____