



accident investigation form

The following 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."

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Identification			
Location where accident occurred:	(Employer's premises:
Date of accident:	Time:	AM PM	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 t	o:		
What property was damaged:			Owned by:
Name all witnesses to incident:			
Risk potential (How severe was the	accident and ho	ow often could it happen if i	mprovements are <u>not</u> made?)
Severity potential: Major Description (Step-by-step, describe	Serious Mino the actions, con		☐ Frequent ☐ Occasional ☐ Seldom led to the accident.)
Description of events:			
boompton or evente.			
Symptoms			
Describe the unsafe acts and conditi	ons 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 lister action):	d (add responsible person's name beside each
Completed by:	Date:

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):

- Inadequate leadership/supervision:
 - > Poor instruction or orientation training
 - > Poor matching of people with tasks
 - > Poor performance measurement and feedback
- Inadequate work standards:
 - > Inadequate development
 - Poor communication of maintenance of standards, policies, and procedures
- Inadequate engineering:
 - > Inadequate consideration of ergonomics
 - > Inadequate design criteria
 - > Inadequate assessment of loss exposures
- Ineffective motivation:
 - > Improper production incentives

- Mental stress:
 - > Emotional overload
 - > Conflicting demands
 - > Monotony
 - > Extreme concentration demands
- Physical stress:
 - > Fatigue due to overtime
 - > Task duration or lack of rest
- Inadequate maintenance:
 - > Inadequate plan
 - Inadequate execution of maintenance and/or repairs
 - > Inadequate tools and/or equipment