

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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Identification

Location where accident occurred: _____ Employer's premises: Yes No

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 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 not made?)

Severity potential: Major Serious Minor Frequency potential: Frequent Occasional Seldom

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):		
Unsafe acts		Unsafe conditions
<ul style="list-style-type: none"> • Operating without authority • Failure to make secure • Operating at unsafe speed • Failure to warn/signal • Making safety devices inoperable • Removing safety devices • Using defective equipment • Using equipment unsafely • Failure to use PPE properly 	<ul style="list-style-type: none"> • Failure to lock-out • Improper loading of material • Improper placement of material • Improper lifting • Horseplay • Under influence of alcohol and/or drugs • Following too close • Improper lane change • Failure to obey signals 	<ul style="list-style-type: none"> • Inadequate guard/safety device • Defective tools, equipment or materials • Poor housekeeping • Protruding object • Fire and/or explosion hazard • Close clearance/congestion • Environmental conditions • Inadequate work station design • Poor vehicle condition

POSSIBLE ROOT CAUSES (NOT ALL INCLUSIVE):	
<ul style="list-style-type: none"> • Inadequate leadership/supervision: <ul style="list-style-type: none"> > Poor instruction or orientation training > Poor matching of people with tasks > Poor performance measurement and feedback • Inadequate work standards: <ul style="list-style-type: none"> > Inadequate development > Poor communication of maintenance of standards, policies, and procedures • Inadequate engineering: <ul style="list-style-type: none"> > Inadequate consideration of ergonomics > Inadequate design criteria > Inadequate assessment of loss exposures • Ineffective motivation: <ul style="list-style-type: none"> > Improper production incentives 	<ul style="list-style-type: none"> • Mental stress: <ul style="list-style-type: none"> > Emotional overload > Conflicting demands > Monotony > Extreme concentration demands • Physical stress: <ul style="list-style-type: none"> > Fatigue due to overtime > Task duration or lack of rest • Inadequate maintenance: <ul style="list-style-type: none"> > Inadequate plan > Inadequate execution of maintenance and/or repairs > Inadequate tools and/or equipment