

SUPERVISOR'S INCIDENT INVESTIGATION REPORT

Name of Injured _____	Department _____
Date of Incident _____	Will injury result in time off work? Yes <input type="checkbox"/> No <input type="checkbox"/>
DESCRIPTION OF THE INCIDENT (Describe the activity, as well as the tools, equipment or materials the employee was using. State what the employee was doing prior to the accident and factors leading up to the time of the accident.)	
PERSONAL PROTECTIVE EQUIPMENT (PPE)	TRAINING or PROCEDURES
Was PPE Required? ___ Yes ___ No	Were procedures followed? ___ Yes ___ No ___ N/A
Was PPE Available? ___ Yes ___ No ___ N/A	Was training provided? ___ Yes ___ No ___ N/A
Was PPE Used? ___ Yes ___ No ___ N/A	Describe any "No" answers:
If PPE was required, but not used, indicate why:	
Root Cause(s) of the Incident (These may be a result of unsafe acts, unsafe conditions, lack of procedures, inadequate training, inadequate equipment, personal factors, etc.)	
Actions Taken or Needed to Prevent Recurrence	
Use reverse side for additional comments	
Investigated By _____	Reviewed By _____
Date _____	Date _____

QUESTIONS TO ASK

Task

Here the actual work procedure being used at the time of the accident is explored.

- Was a safe work procedure used?
- Had conditions changed to make the normal procedure unsafe?
- Were the appropriate tools and materials available?
- Were they used?
- Was work being performed at a safe pace?
- Were safety devices working properly?
- Was lockout used if necessary?

For most of these questions, an important follow-up question is "If not, why not?"

Material

To seek out possible causes resulting from the equipment and materials used, investigators might ask:

- Was there an equipment failure?
- What caused it to fail?
- Was the machine poorly designed?
- Was the equipment operated the way it was intended?
- Were hazardous materials involved?
- Were they clearly identified?
- Was a less hazardous substance possible & available?
- Should personal protective equipment (PPE) have been used?
- Was the PPE used?
- Were users of PPE properly trained?

Again, each time the answer reveals an unsafe condition, the investigator must ask **why** this situation was allowed to exist.

Environment

- What were the weather conditions?
- Was poor housekeeping a problem?
- Was it too hot or cold?
- Was noise a problem?
- Was there adequate light?
- What was the work surface like (wet, dry, flat, etc.)?
- Were toxic or hazardous gases, dusts or fumes present?

Personnel

The physical and mental condition of those individuals directly involved in the event must be explored. The purpose for investigating the accident is **not** to establish blame against someone but the inquiry will not be complete unless personal characteristics are considered. Some factors will remain essentially constant while others may vary from day to day:

- Were workers experienced in the work being done?
- Had they been adequately trained?
- Can they physically do the work?
- What was the status of their health?
- Were they tired?
- Were they under stress (work or personal)?

Management

Management holds the legal responsibility for the safety of the workplace and therefore the role of supervisors and higher management and the role or presence of management systems must always be considered in an accident investigation. Failures of management systems are often found to be direct or indirect factors in accidents. Ask questions such as:

- Were safety rules communicated to and understood by all employees?
- Were written procedures and orientation available?
- Were they being enforced?
- Was there adequate supervision?
- Were workers trained to do the work?
- Had hazards been previously identified?
- Had procedures been developed to overcome them?
- Were unsafe conditions corrected?
- Was regular maintenance of equipment carried out?
- Were regular safety inspections carried out?