

# Internal Accident Investigation Form

This form is an internal accident investigation document to facilitate, change, and improve the work environment for your employees. The investigation process is not fault finding and should not be used as impetus for disciplinary action.

These steps will help you investigate an accident and fill out the form:

1. Discuss the accident with the employee involved and with any witnesses. Be sure to question the why ~ what ~ where ~ when ~ who ~ how aspects of the accident.
2. Inspect the equipment or materials involved for conditions that could be made safer.
3. Study the job set-up and process of doing work. Could it be improved?
4. Is the employee involved suited for the job he/she is doing? Did he/she receive adequate training? Is there any other contributing factors/problems? (i.e. use of drugs, alcohol, or emotional problems?)
5. Recommendations to correct the problem must be practical. Be sure your recommendations will not create other situations, which could result in injury to employees.
6. Complete your investigation report no later than the next working day after the accident.

## Accident Don't Have to Happen!

### Part 1. GENERAL INFORMATION

Who was involved \_\_\_\_\_ Age \_\_\_\_ Dept. \_\_\_\_\_  
Last First MI

Employee # \_\_\_\_\_ Sex: M F Employment Status: P/T F/T Temporary Shift \_\_\_\_\_

Date of Accident \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ AM or PM Location \_\_\_\_\_

Job \_\_\_\_\_ Activity at Time of Accident \_\_\_\_\_

### Part 2. DESCRIPTION OF ACCIDENT

What happened at the time of the accident?

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Witnesses: \_\_\_\_\_

**Part 3. WHAT WAS THE CAUSE OF THE ACCIDENT?**

Determine the cause by analyzing all the contributing factors if either a person, machine, or other physical condition was involved. Find out **HOW** and **WHY**.

A. Describe any **UNSAFE** acts:

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B. Describe any **UNSAFE** conditions:

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C. Describe the **FUNDAMENTAL ACCIDENT CAUSE**:

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**Part 4. WHAT CORRECTIVE ACTIONS WILL BE TAKEN?**

What have you done or what do you recommend to change or modify to prevent recurrence of a similar accident?

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Has it been done? Yes No If Not, Why? Explain \_\_\_\_\_

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\_\_\_\_\_  
Supervisor/Investigator Signature                      /                      /  
Date                      Reviewed and Approved By

| <b>Unsafe Acts - Personal Factors</b>            | <b>Unsafe Conditions</b>                         | <b>Fundamental Causes</b>                 |
|--|--|---|
| Making safety devices inoperable                 | Inadequate guards or protection                  | Inadequate hiring standards               |
| Failure to use guards provided                   | Defective tools or equipment                     | Inadequate job placement standard         |
| Using defective equipment                        | Unsafe conditions or machine                     | Lack of proper procedures                 |
| Servicing equipment in motion                    | Congested work area                              | Inadequate job instructions               |
| Failure to use proper tools or equipment         | Poor housekeeping                                | Inadequate enforcement or work standards  |
| Operating machinery or equipment at unsafe speed | Unsafe floors, ramps, stairways, platforms, etc. | Inadequate preventive maintenance program |
| Failure to use personal protective equipment     | Inadequate warning system                        | Inadequate job training methods           |
| Operating without authority                      | Improper material storage                        | Inadequate supervision                    |
| Lack of skill or knowledge                       | Fire or explosion hazard                         | Improper layout or design                 |
| Improper lifting, lowering or carrying           | Hazardous atmosphere gases, dust, fumes, vapors  | Inadequate maintenance standards          |
| Unsafe loading or placing                        | Hazardous substances                             | Unsafe design or construction             |
| Taking unsafe position                           | Inadequate ventilation                           | Poor work practice                        |
| Unnecessary haste                                | Radiation exposures                              | Inadequate environmental control program  |
| Influenced of alcohol or drugs                   | Excessive noise                                  | Inadequate staff complement               |
| Physical limitation or mental attitude           | Inadequate illumination                          | Inadequate SOP/Standing Orders            |
| Employee inattentiveness                         |  | Lack of escort services                   |
| Unaware of hazards                               |  | Poor work design                          |
| Unsafe act of another staff                      |  | Inadequate security system                |
| Lack of communication between staff              |  | Inadequate purchasing standards           |

These guidelines help organize the investigation of accidents and incidents involving employees, plants, tools, equipment or materials. All accidents and incidents should be investigated no matter how minor. The same conditions that cause a minor incident could lead to a major accident. The unsafe acts of workers and the unsafe conditions that cause accidents can be identified and corrected. It is your responsibility to **find** them, **name** them, and **correct** them.

## INVESTIGATE THAT ACCIDENT

For every accident there are usually several contributing factors, most of which can be controlled. The best way to prevent the reoccurrence of an accident is to investigate the facts surrounding the incident. By investigating the root causes of an incident, steps can be taken to eliminate the hazard and improve the work system.

An incident investigation is **FACT FINDING, not FAULT FINDING**. To plan for the prevention of similar accidents, an accident report form should be completed after every accident, preferably as soon after the incident as possible, so that details are not forgotten. Accident investigation requires careful, accurate reporting. Develop good investigative practices.

- Secure the incident scene. Keep it unchanged to accurately collect the facts. Use photographs, videos, drawings, or measurements.
- Document everything in writing. Put down just the facts, a detailed description of exactly what happened, not an interpretation of the facts.
- Interviews should be conducted separately and confidentially. Let interviewees know why they're being interviewed.
- Ask all interviewees the same questions. Ask open-ended questions like: "Describe in your own words..." or "How was the machine operating?" Ask their understanding of the safety procedures. Conclude by asking if they want to add anything.
- Try to reenact the events leading up to the incident.
- Try to determine the causes of the accident to prevent it from happening again.
- Communicate recommendations and commit to corrective action.

Sometimes there are multiple causes for an accident involving: equipment (unguarded machinery), environment (poor lighting or noise level), people (procedures not understood or not followed) or management (allowed shortcuts). Don't rush to judge. Examine the facts and find what's missing. Look for immediate and underlying causes. An immediate cause may be an unsafe condition like a mechanical failure or it could be an unsafe action by an employee. The underlying cause could be poor machine maintenance, a missing guard, a crowded work area or

a lack of training.

All accidents should be reported to the supervisor so that accident/injury report forms can be completed. Once an investigation is completed, solutions should be sought to prevent the accident from occurring again. Solutions may involve engineering controls, administrative controls, additional training, or increased communication between management and workers. Workers should daily inspect the work area for unsafe conditions or unsafe actions and, if found, report them to the supervisor. Hazard awareness is key to preventing accidents before they happen. Take steps to eliminate hazards as soon as they are discovered. Encourage workers to tell the supervisor about every accident, no matter how minor it may seem at the time. You never know when an incident may be repeated and result in an injury or even death.