

APPENDIX 2 – ACCIDENT/INCIDENT INVESTIGATION FORM

Date: _____

Investigation Team Names and Titles:

Name

Title

Accident/Incident Description/Injury Information

Name of Injured Employee: _____ Age: _____

Employee's First Language: _____

Employee's Job Title: _____

Job at Time of Injury: _____

Type of employment: ☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal ☐ Other _____

Length of Time with Company: _____

Length of time in current position at the time of the accident or incident: _____

Date of Accident/Incident: _____ Time of Accident/Incident: _____

Description and Severity of Injury: _____

Detailed description of accident or incident. Include relevant events leading up to, during, and after the accident or incident. *(It is preferred that the information is provided by the injured employee.)*

Description of accident or incident from eye witnesses, including relevant events leading up to, during and after the accident or incident. Include names of persons interviewed, job titles and date/time of interviews.

Description of accident incident from additional employees with knowledge, including relevant events leading up to, during and after the accident or incident. Include names of persons interviewed, job titles and date/time of interviews.

The Root Causes are the underlying reasons the accident or incident occurred and are the factors that need to be addressed to prevent future accidents or incidents. If safety procedures were not being followed, why were they not being followed? If a machine was faulty or a safety device failed, why did it fail? It is common to find factors that contributed to the accident or incident in several of these areas: equipment/machinery, tools, procedures, training or lack of training, and work environment. If these factors are identified, you must determine why these factors were not addressed before the accident or incident.

Recommended Corrective Actions to Prevent Future Accidents or Incidents

Corrective Actions Taken/Root Causes Addressed

Attach any photographs in support of any investigation and corrective action procedures.