

# Knowledge Quest Academy Management Accident Investigation Report

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| <ul style="list-style-type: none"> <li>○ Injury – First Aid Only</li> <li>○ Injury – Medical Treatment</li> <li>○ Property Damage</li> <li>○ Decline Treatment – Record Only</li> </ul> | <b>Injured Employee</b>    | <b>Occupation</b> |
|   | <b>Assigned Department</b> | <b>Supervisor</b> |

<b>Date &amp; Time of Incident</b>	<b>Date Incident Reported</b>	<b>Incident Location</b>	<b>Witnesses</b>
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**SUMMARY** – Describe the incident (where and how did accident occur) (photos and/or sketches may be necessary). Nature of injury and what part of body was affected:

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**ANALYSIS** – Describe conditions that led to the incident (environmental conditions, tools/equipment used or task being performed).

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**RECOMMENDATIONS** – Describe any controls and/or corrective procedures that may prevent the recurrence of similar incidents.

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**ACTION TAKEN** – Describe measures taken by management to improve the system (employee training, new equipment, changes in safety policies, changes in operating procedures, etc.) and to prevent occurrence of similar incidents.

**Safety Violation:** Yes \_\_\_\_\_ No \_\_\_\_\_

Report completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Report reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## >> Sample Accident Investigation Questions

### **HOW**

How does the injured employee feel now?  
How did the injury occur?  
How could this accident have been prevented?

### **WHO**

Who was injured?  
Who saw the accident?  
Who was working with the injured person?  
Who had assigned the person to the work task?  
Who had trained the person on the hazards and protective measures for this task?  
Who else was involved?

### **WHAT**

What were the causal factors of the accident?  
What were the injuries?  
What was the person doing when injured?  
What had the person been instructed to do?  
What tools was the person using?  
What machinery was involved?  
What training had been given?  
What specific precautions were necessary?  
What personal protective equipment was being used?  
What personal protective equipment should have been used?  
What will be done to prevent a recurrence?  
What safety rules were in place to prevent this type of accident?  
What safety rules were being followed?  
What were the environmental conditions (e.g., lighting, floor surface, etc.)?

### **WHEN**

When did the accident occur?  
When did the person start this task?  
When was the person assigned to this department?  
When had the supervisor last checked on the job progress?

### **WHY**

Why was the person injured?  
Why did the person do what he/she did?  
Why wasn't protective equipment used?  
Why weren't specific instructions issued?  
Why didn't the person check with the supervisor when he/she noted things weren't as they should be?  
Why did the person continue to work under these circumstances?

### **WHERE**

Where did the accident occur?  
Where was the person at the time of the accident?  
Where was the supervisor at the time?  
Where were fellow workers at the time?