**Supervisor’s Incident Investigation Report**

*(Completed by Supervisor of Injured Employee)*

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| Employer Name and Address |  |
| Employee |  |
| Name |  |
| Work Area |  |
| Job Title/Position |  |
| Name of Person Completing Form |  |
| Date of Incident |  |
| Time of Incident |  |
| Nature of Injury |  |
| Property damage |  |
| Medical Treatment | ☐ None  ☐ First Aid (provide details)  ☐ Medical Professional (provide details) |
| Amount of work time lost, if any. |  |

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| What was the employee doing at the time of the incident? |
| How did the incident occur? |
| What environmental factors (unsafe conditions) contributed to the accident, if any? (see next page for examples) |
| What behavioral factors (unsafe acts) contributed to the accident, if any? (see next page for examples) |
| What safety rules or polices were violated, if any? |
| What corrective actions have been taken to prevent recurrence? (Please include date(s) action(s) were completed or an estimated completion date(s)). |
| What corrective actions can be taken to prevent recurrence? (see next page for examples) |
| Names of Witnesses |

Signature:

Date:

**Supplemental Information**

Each accident will likely involve at least one of the following contributing factors.

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| ***Environmental Factors (Unsafe Conditions)*** | | |
| **Conditions** | **Definition of Condition** | **Possible Corrective Action** |
| Unsafe procedures | Hazardous process. Company failed to make adequate plans for safety. | Pre-project planning  Formulation of safe procedures |
| Improperly guarded | Work areas, machines, or equipment that are unguarded or inadequately guarded. | A. Inspection  B. Checking plans, blueprints, purchase orders, contracts, and materials for safety  C. Include guards in original design, order, and contract  D. Provide guards for existing hazards |
| Defective through use | Buildings, machines, or equipment that have become rough, slippery, sharp edged, worn, cracked, broken, or other­wise defective through use or abuse. | A. Inspection  B. Proper maintenance |
| Defective through design | Failure to provide for safety in the design, construction, and installation of buildings, machinery, & equip­ment. Too large, too small, not strong enough. | A. Source of supply must be reliable  B. Checking plans, blueprints, purchase orders, contracts, and materials for safety  C. Correction of defects |
| Unsafe clothing or personal protective equipment | Management’s failure to provide or specify the use of goggles, respira­tors, safety shoes, hard hats, & other articles of safe dress or apparel. | A. Provide safe apparel or per­sonal protective equipment.  B. Specify the use or non-use of certain apparel or protective equipment on certain jobs. |
| Unsafe housekeeping facilities | Unsuitable layout or lack of equipment necessary for good housekeeping (i.e. shelves, boxes, bins, aisle markers, etc.) | A. Provide suitable layout and equipment necessary for good housekeeping. |
| Improper ventilation | Poorly or not ventilated area | A. Improve ventilation |
| Improper illumination | Poorly or not illuminated area | A. Improve illumination |

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| ***Behavioral Factors (Unsafe Acts)*** | | |
| **Factor** | **Definition of Factor** | **Possible Corrective Action** |
| Lack of knowledge or skill | Unaware of safe practice; Unpracticed or unskilled. Not properly instructed or trained. | A. Job training  B. Improved hiring practices |
| Improper attitude | Worker was properly trained and instructed, but failed to follow instructions. | A. Supervision  B. Discipline  C. Improved hiring practices |
| Physical Deficiencies | Worker has impaired eyesight or hearing, heart trouble, hernia, previous injuries, etc. | A. Pre-employment physicals  B. Periodic physicals  C. Proper placement of workers  D. Identification of workers with temporary physical deficiencies |
| Substance Abuse | Worker was under the influence of (illegal or prescribed) drugs or alcohol while completing task |  |