

## SUPERVISOR'S ACCIDENT or INCIDENT INVESTIGATION

The purpose of the Supervisor's Accident Investigation is to determine both the immediate and root-causes of an incident that resulted in injury or property damage or had the potential to cause injury or damage property. By root-cause, we mean the underlying reasons for the accident. For example, the immediate cause of a slip and fall may be water on the floor, but the root cause or underlying cause could be the maintenance issues resulting in the leaking water pipe or the method used to carry water that resulted in the spill.

***Not until the root-cause(s) of the accident have been determined can preventative measures be identified and effectively instituted.***

The investigation must be fact-finding, not fault-finding.

It is the immediate manager or supervisor who has the prominent role in conducting the accident investigation. To solve the problems associated with the incident, the manager or supervisor should:

- 1) collect the facts,
- 2) detail the sequence of events,
- 3) determine the immediate cause(s),
- 4) discover the "root" or underlying cause(s) by asking why until a viable solution is apparent,
- 5) identify controls or action(s) that will help prevent reoccurrence,
- 6) take or assign corrective action, and
- 7) follow-up to ensure that corrective action is valid.

All accidents should be investigated promptly regardless of their severity. Promptness of the investigation is essential since conditions at the accident scene change and witnesses are likely to forget with time. Promptness in checking the scene assures employees that management is highly concerned for their well-being.

Accident investigation reports should be completed within 24 hours of the first notice of the incident using the attached form to report to senior management what is being done to prevent a reoccurrence.

For additional information in accident investigation methods and determining "root cause" please refer to the following websites:

- 1) [https://www.osha.gov/dte/IncInvGuide4Empl\\_Dec2015.pdf](https://www.osha.gov/dte/IncInvGuide4Empl_Dec2015.pdf)
- 2) <https://www.thinkreliability.com/root-cause-analysis-tools/cause-mapping-template/>
- 3) [http://www.dir.ca.gov/dosh/dosh\\_publications/IIPP.html#9](http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html#9)

**SUPERVISOR'S  
ACCIDENT or INCIDENT INVESTIGATION**  
(Confidential/For internal company use only)

Injured or Involved Employee Name:		DOB:	
Department:		Job Title:	
Company Phone Number:		Company Email:	
Work Address:	City:	State:	Zip:
<b>Briefly describe task being performed at the time of incident:</b>			
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<b>Explain what went wrong:</b>			
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Date of Incident:	Time of Incident:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date Reported:
Shift: <input type="checkbox"/> Day <input type="checkbox"/> PM <input type="checkbox"/> Night <input type="checkbox"/> Other:			
Time Shift Started:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Was Employee Working on Overtime:	
Witnesses:			
<b><u>Supervisor's Consolidated Description of the Event: (based on information collected from the injured employee, the workers' compensation claims filing, the sequence of events, witness's descriptions, and other facts surrounding the situation.)</u></b>			
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**SUPERVISOR'S  
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**Describe Property Damage Associated with the Incident:**

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**Comments, or Other Applicable Information:**

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# SUPERVISOR'S ACCIDENT or INCIDENT INVESTIGATION

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<b>Investigation and Analysis of Casual Factors</b>		
Date of Analysis:	Person(s) Making Investigation:	
Injured Employee's Supervisor:		
Who was immediately in charge at the time of injury:		
Describe the training provided on how to perform the task:		
When was task-specific training last provided:		
Describe procedure on how to complete the task safely (attach JSA or JHA if applicable):		
Equipment Involved:	Model Number:	Manufacturer:

**Describe the Immediate Cause:**

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