

**SALIDA SCHOOL DISTRICT
MANAGEMENT ACCIDENT INVESTIGATION REPORT**

<input type="checkbox"/> Injury – First Aid Only <input type="checkbox"/> Injury – Medical Treatment <input type="checkbox"/> Property Damage <input type="checkbox"/> Near Miss – Record Only		Name of Injured Employee	Occupation
		Assigned Department	Supervisor
Date & Time of Incident	Date Incident Reported	Incident Location	Witnesses

SUMMARY – Describe the incident (photo and/or sketch may be necessary).

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

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

MANAGEMENT SYSTEM IMPROVEMENTS – Describe measures taken by management to improve the system and prevent recurrence of similar incidents (employee training, new equipment, changes in safety policies, changes in operating procedures, etc)

ACTION TAKEN: _____ **Date:** _____

ACTION TAKEN: _____ **Date:** _____

ACTION TAKEN: _____ **Date:** _____

REPORT REVIEWED BY: _____ **Date:** _____

REPORT REVIEWED 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 the accident have been prevented?

WHO

- Who was injured?
- Who saw the accident?
- Who was working with the injured party?
- 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 casual 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 protective equipment was being used?
- What protective equipment should have been used?
- What will be done to prevent recurrence?
- What safety rules were in place to prevent this type of accident?
- What safety rules were being followed?
- What were the environmental conditions (i.e. 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 were the hazards of the operation addressed?
- When had the supervisor last checked on the job progress?

WHY

- Why was the person injured?
- Why did the person do what they did?
- Why wasn't protective equipment used?
- Why weren't specific instructions issued?
- Why didn't the person check with the supervisor when they 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?