Supervisor's Accident Investigation Report

This form must be completed and turned in to Melissa Pennington, Director of Business Operations within 5 days of the incident being reported.

Name of Person Injured:_____ Age or DOB:_____

Department/Building of person injured:_____ Job Title:_____

Employment Status: ☐ Full Time ☐ Part-time ☐ Volunteer

Shift Schedule:_____ Date of Workplace Accident/Injury:_____ Time of Accident/Injury:_____☐a.m/☐p.m

Date reported:_____ Type of Injury/Illness:_____ Body Part Affected (left/right etc):_____

Exact Location of Accident:_____

Specific activity when accident occurred:_____ Was accident site reviewed by supervisor?_____

Did supervisor interview injured person?_____ Did supervisor interview eyewitnesses?_____

Exactly how did accident occur? Describe persons, action, equipment, conditions, etc._____

_____

_____

Was employee using required safety equipment, materials, or chemicals? ☐ Yes ☐ No ☐ N/A

What could have been utilized to prevent this accident?_____ Is it available? ☐ Yes ☐ No

Training:_____

Communications:_____

Policies/Procedures:_____

Inspections:_____

Report of injured employee attached? ☐ Yes ☐ No Reports of eyewitnesses attached? ☐ Yes ☐ No

Was first aid administered on the scene? ☐ Yes ☐ No Do you expect this to be a lost time accident? ☐ Yes ☐ No

Was employee taken to the hospital/clinic: ☐ Yes ☐ No If so, by whom?_____

What immediate action has been taken to prevent occurrence of a similar accident? _____

_____

Any additional comments:_____

_____ _____ _____

Date Signature Email Address

Revised: 9/20/2023