

Form EPRM S1, *Supervisory Accident Investigation Report*

(See back for help.)

Accident Information Section

Company Name: _____	Branch/Job Site/Location: _____
Employee Name: _____	Job Title: _____
Date of Accident: ____/____/____	Approximate Time of Accident: _____ am ____ pm
Physical Location of Accident: _____	
Work Activity Being Performed: _____	
Specific Action/Scenario Caused Accident: _____	
Medical Treatment: _____	
Witnesses: Name: _____	Phone Number: _____
Name: _____	Phone Number: _____

(IMMEDIATELY OBTAIN and ATTACH WRITTEN STATEMENT FROM WITNESS(es))

Supervisory Investigation Section

(IMMEDIATELY ... scene of accident investigated and witnesses interviewed)

Investigator Name (printed): _____	Title: _____
Date of Investigation: ____/____/____	Approximate Time of Investigation: _____ am ____ pm
Unsafe contributing CONDITIONS: _____	
Unsafe contributing CONDITIONS verified by: Accident Scene Investigation Y____ N____ and/or Witness Interview Y____ N____	
Unsafe contributing ACTIONS (by employee, witnesses, or others): _____	
Unsafe contributing ACTIONS verified by: Accident Scene Investigation Y____ N____ and/or Witness Interview Y____ N____	
Company Policy Violation: N____ Y____ If yes, describe: _____	
Corrective Action Necessary to Prevent/Reduce Accident Chances: _____	
Investigator Signature: _____	Date: ____/____/____

Management/Safety Committee Review

Results of Corrective Action: _____		
Potential Locations of Unsafe Action or Condition Elsewhere: _____		
Corrective Action Necessary Elsewhere: _____		
Signature: _____	Title: _____	Date: ____/____/____

SCENE OF THE ACCIDENT

The scene of the accident should be investigated as soon as possible. Oftentimes, the scene will be cleaned/cleared to continue business operations. If necessary, the investigator can block off the area until the investigation can be completed, but in most cases this is not possible from an operational standpoint. Therefore, the sooner the scene can be investigated, the better.

Based upon the description from the principle employee (and witnesses if interviews were conducted before the scene investigation), applicable scene factors should be verified at the scene of the accident (i.e., if the employee slipped, there should be something present that someone could have slipped on; if the employee tripped, there should be something present that someone could have tripped on; if the employee was wearing gloves and nearly caught their hand in a machine, the glove should show signs of the point of operation, or should be in the machine, etc.). In serious “injury” or fatality accidents, photos should be taken (post-body removal for fatalities).

Basically, investigating the scene of the accident visually verifies the description(s) of the accidents by the principle employee and/or witness(es).

WITNESS(ES)

If there are any witnesses to the accident, a written statement should be taken, which details the same level of information you would expect from the principle employee. If the witness(es) will not file a written (dated and signed) statement, interview the witness(es) and use “Witness state to me...”, with your signature and date.

Often companies do not take witness statements. This practice is crucial in helping determine the validity of a claim, and should be performed on ALL accidents. Suggestions should be solicited as to how this accident could be prevented in the future.

At the end of an investigation, the information obtained by the investigator should be complete enough to answer the following EIGHT questions:

- 1) What happened?
- 2) When did it happen?
- 3) Where did it happen?
- 4) How did it happen?
- 5) Why did it happen?
- 6) Did anybody see this happen?
- 7) Were the proper safety procedures followed?
- 8) What must be done to prevent this event from happening again?

The investigation form, principle employee statement form (if applicable), witness statements, and any photos of the accident scene, should be forwarded to the company representative responsible for filing insurance claims ASAP. Delays from the investigating side will naturally delay filing the claim, and can consequently delay the principle employee from receiving prompt care and any compensation.