

ACCIDENT INVESTIGATION REPORT

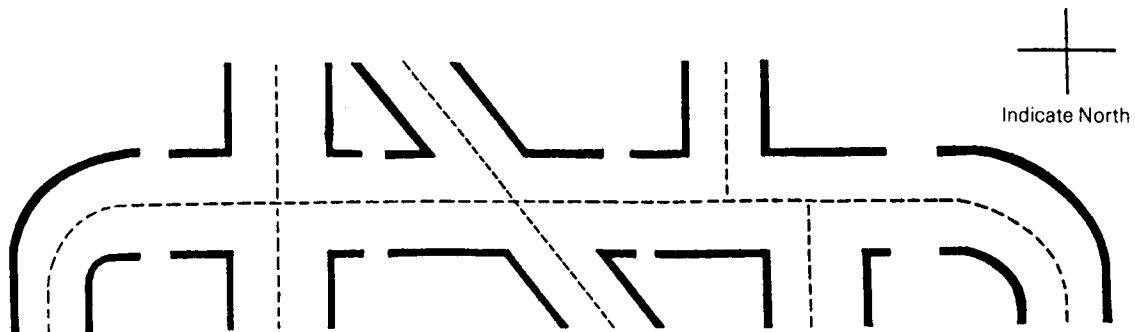
COMPANY		DEPARTMENT/VEHICLE/BUILDING		
LOCATION	ON EMPLOYER'S PREMISES <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE OF OCCURRENCE	TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	DATE REPORTED
PERSONAL INJURY OR ILLNESS		PROPERTY DAMAGE		
NAME		PROPERTY DAMAGED		
OCCUPATION	AGE	ESTIMATED COSTS \$	ACTUAL COSTS \$	
NATURE OF INJURY OR ILLNESS		NATURE OF DAMAGE		
D E S C R I P T I O N	DESCRIBE CLEARLY WHAT TOOK PLACE. INCLUDE THE MATERIALS, EQUIPMENT AND PEOPLE INVOLVED. IF VEHICLE ACCIDENT COMPLETE DIAGRAM ON REVERSE.			
A N A L Y S I S	USING THE GUIDE ON THE REVERSE PAGE, QUESTION (WHY-WHAT-WHERE-WHEN-WHO-HOW) EACH OPERATING FACTOR AND THE MANAGEMENT CONTROLS INVOLVED. DESCRIBE EACH MANAGEMENT DEFICIENCY CONTRIBUTING TO THE LOSS.			
P R E V E N T I O N	DESCRIBE WHICH CONTROLS REQUIRE ADDITIONAL ATTENTION AND WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT RECURRENCE. PLACE X BY ITEMS COMPLETED.			
MOTOR VEHICLE ACCIDENT: <input type="checkbox"/> N/A <input type="checkbox"/> PREVENTABLE <input type="checkbox"/> NOT PREVENTABLE				
INVESTIGATED BY	DATE	REVIEWED BY	DATE	

GET THE FACTS BY STUDYING THE JOB AND SITUATION INVOLVED. QUESTION EACH MANAGEMENT CONTROL TO DETERMINE THE DEFICIENCIES AND THE CORRECTIVE ACTION WHICH MUST BE TAKEN TO CONTROL THE ACTUAL CAUSES OF THE LOSS. THE QUESTIONING GUIDE WILL ASSIST BUT MAY NOT CONTAIN ALL OF THE QUESTIONS NECESSARY.

OPERATING FACTORS	MANAGEMENT CONTROLS	QUESTIONING GUIDE
P E O P L E	PLACEMENT	WHO WAS INVOLVED? What qualifications are necessary to perform the task? Who is most qualified? Why was this employee selected if not most qualified?
	TRAINING	What instructions or training were provided? What additional training is needed?
	ENFORCEMENT	What instructions or rules were not followed? What additional rules or enforcement action should be established?
E Q U I P M E N T	DESIGN AND ARRANGEMENT	WHAT EQUIPMENT WAS INVOLVED? Why was this equipment used? What equipment should be used? What guards were or were not used? What arrangement problems were present? What additional design and arrangement controls are necessary?
	PURCHASING	How did the quality or hazards of the equipment contribute to the loss? What additional purchasing controls are necessary?
	MAINTENANCE	What maintenance problems were evident? When should maintenance be performed? How can maintenance be improved? What Personal Protective Equipment is provided? When should Personal Protective Equipment be used? What Personal Protective Equipment should be provided?
M A T E R I A L	DESIGN AND ARRANGEMENT	WHAT MATERIAL (CARGO) WAS INVOLVED? What design characteristics contributed to the loss? How should the material be designed? How was the material arranged, handled and used? How should the material be arranged, handled and used? Where should the material be arranged?
	PURCHASING	Why was this material being used? What material should be used?
E N V I R O N M E N T	DESIGN AND ARRANGEMENT	WHAT ENVIRONMENTAL FACTORS (BUILDING, NOISE, VAPOR, ILLUMINATION, ETC.) WERE INVOLVED? Why was it designed and arranged this way? How should it be designed and arranged?
	PURCHASING	What purchasing controls are necessary?
	HOUSEKEEPING	When should housekeeping be performed? How should housekeeping be improved?
	MAINTENANCE	What maintenance problems are evident? When should maintenance be performed? How should maintenance be improved?

MOTOR VEHICLE DIAGRAM

Complete the following diagram showing direction & positions of vehicles involved, designating clearly point of contact.



INSTRUCTIONS:

(1) Show vehicles and direction of travel

YOUR VEH. OTHER VEH.

(2) Use solid line to show path of each vehicle before accident dotted line after accident...

(3) Give street names