

Accidents and near accidents, whether resulting in injury or not, should be investigated to determine cause and means of preventing recurrences.

Company Name	Date of Accident	Time	AM PM	Date Accident Reported
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Person Injured

Name	Job Title
Nature of Injury	Part of Body Injured*
Type of Accident*	Equipment, Object or Substance Causing Injury

Property Damage

Property	Estimated Replacement Cost	Person in Control
Description of Damage	Equipment, Object, or Substance Causing Damage	

Description

Describe how the accident occurred (use diagram if necessary) _____

Analysis

What were the unsafe acts? * _____

What were the hazardous conditions?* _____

Could the accident recur -	_____ often	_____ occasionally	_____ rarely
Would a recurrence be -	_____ very severe	_____ serious	_____ minor
Cost of corrective action -	_____ high	_____ moderate	_____ low

Corrective Action

Action to be taken: _____

Action already taken: _____

Person Doing the Investigation	Date	Supervisor Signature	Date
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CHECKLIST OF ACCIDENT FACTORS

Nature of Injury			
Abrasions	Bruises-Contusions	Foreign Body	Puncture
Amputation	Cut	Fracture	Strain or Sprain
Burns	Dermatitis	Hernia	Other

Body Part			
Head & Neck	Upper Extremities	Body	Lower Extremities
Scalp	Shoulder	Back	Hips
Ears	Arms (Upper)	Chest	Thigh
Eyes	Elbow	Abdomen	Legs
Face	Forearm	Groin	Knee
Neck	Wrist	Other	Ankle
Skull	Hand		Feet
Mouth	Finger & Thumb		Toes
Other	Other		Other

Type of Accident		
Over exertion (resulting in strain, hernia, etc.)	Struck against (rough or sharp object or surfaces)	Contact with electric current
Fall on same level	Struck by flying object	Inhalation, absorption, ingestion, poisoning
Fall to different level	Struck by sliding, falling or other moving objects	Others _____
Caught in, on or between	Contact with temperature extremes, burns	

Unsafe Act		
Unsafe lifting and carrying	Machinery in motion-adjusting, clearing jams, cleaning	Failure to warn or secure
Unsafe loading, placing or mixing	Poor housekeeping	Making safety devices or guards inoperative
Failure to use personal protective equipment	Horseplay	Using defective equipment, materials, tools or vehicles
Failure to use equipment provided (except personal protective)	Operating without authority	Others _____
	Operating at unsafe speed	No unsafe act

Hazardous Conditions		
Unguarded machinery	Unsafe design or construction	Improper dress
Improperly guarded machinery	Hazardous arrangement	Poor housekeeping
Defective tools, equipment or substances	Improper illumination	Congested area
	Improper ventilation	Others _____
		No unsafe conditions

Contributing Factors		
Lack of knowledge or skill	Disregard of instructions	Failure to report to Medical Dept.
Act of other than injured		Others _____
		No contributing factors