

University of Alaska Fairbanks - Department of Codes and Safety

Supervisor's Accident Investigation Report

Name of Injured/Equipment/Property _____

Job or Activity at Time of Accident _____ Date of Accident: _____

Exact Location: _____ Time: _____

<p>1. What Happened? _____</p>	<p>Tell what the employee was doing, how the accident occurred, and what thing directly injured the employee</p>																
<p>2. Why Did it Happen? _____</p>	<p>Get all the facts by studying the job and situation involved. Use the following factors to help you identify the condition responsible</p> <p>Operating Factors to Be Considered:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;"></td> <td style="width:33%; text-align: center;">Proper Equipment Selection</td> <td style="width:33%; text-align: center;">Proper Material Selection</td> <td style="width:33%; text-align: center;">People Selection</td> </tr> <tr> <td></td> <td style="text-align: center;">Arrangement</td> <td style="text-align: center;">Placement</td> <td style="text-align: center;">Placement</td> </tr> <tr> <td></td> <td style="text-align: center;">Use</td> <td style="text-align: center;">Handling</td> <td style="text-align: center;">Training</td> </tr> <tr> <td></td> <td style="text-align: center;">Maintenance</td> <td style="text-align: center;">Use</td> <td style="text-align: center;">Supervision</td> </tr> </table>		Proper Equipment Selection	Proper Material Selection	People Selection		Arrangement	Placement	Placement		Use	Handling	Training		Maintenance	Use	Supervision
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<p>3. What Should be Done? _____</p>	<p>What action(s) will prevent similar accidents in the future?</p>																
<p>4. What have you done thus far? _____</p>	<p>Take or recommend action, depending on your authority</p>																
<p>5. How will this improve operations? _____</p>	<p>How will this help us meet our objective: Accident Prevention?</p>																
<p>6. What is your rough estimated cost of this accident?</p> <p>Cost of lost wages and medical expenses? _____</p> <p>Damage to State property or equipment? _____</p> <p>Damage to third parties, property, and people? _____</p> <p style="text-align: right;">Total _____</p>																	

Investigated By: _____	Date: _____
Unit/Division/Department: _____	