Company Name:

Accident Investigation/Analysis

Employee’s name:

Date and time of event:

Date event was reported:

Workstation:

Immediate supervisor:

Description of the accident:

Here are some suggested questions to help you collect more information.

* **Time**

When did the accident occur?:

Did it occur before the employee went on vacation or before a weekend?:

Was the employee working overtime when the accident occurred?:

* **Equipment or machinery**

What tools/devices were being used when the accident occurred?:

Were these tools/devices regularly inspected?:

Is a special procedure required to use these tools/devices?:

* **Location**

Indicate the location where the accident occurred:

Was this area congested or cluttered?:

Was there sufficient lighting?:

* **Individual**

How experienced is the individual in doing this work?:

Did he/she have any physical disability?:

Was he/she wearing any personal protective equipment?:

* **Task**

Was this task a regular part of the employee’s job?:

Is this work paid on an hourly basis or is it contract work?:

What exactly was the employee doing when the accident occurred?:

* **Organization**

Had the immediate supervisor explained the task to the employee?:

Are the work processes being monitored?:

Has a similar accident occurred previously in this company?:

Which circumstances contributed to the accident?:

Describe more ideal circumstances that might have prevented the accident:

What corrective action is required?:

What is the deadline?:

\*You should update the **prevention/action plan to reflect this analysis.**