



CITY OF MARLBOROUGH & MARLBOROUGH PUBLIC SCHOOLS

ACCIDENT INVESTIGATION REPORT SUPERVISOR'S FORM

All accidents must be investigated and this form **MUST BE COMPLETED BY THE SUPERVISOR and/or DEPARTMENT HEAD.** Please Print or Type - Please be as complete as possible.

This form must be submitted to the Human Resources Dept. within 24 hours after an accident.

PART I – GENERAL INFORMATION

Today's Date: _____ Date of Injury: _____ Time of Injury: _____

Name of Injured (Full Name): _____

Exact Location where injury occurred (address/building)? _____

Employees' job activity at the time of the accident: _____

PART II – DESCRIPTION OF ACCIDENT

Please provide in detail what happened in detail:

PART III – THE CAUSE OF THE ACCIDENT

A. Describe the unsafe act(s):

B. Describe the unsafe conditions:

PART IV – CORRECTIVE ACTIONS

Please provide what actions have been taken or will be taken to correct the unsafe act and/or unsafe condition

PART V – REMARKS

ACKNOWLEDGMENT

This form is to be completed by the Supervisor of the injured employee. The Department Head is to review. Both are to sign and date (if the Supervisor and Department Head are the same, sign the Department Head line).

Supervisor: _____ Today's Date: _____

Department Head: _____ Today's Date: _____

ELEMENTS OF AN ACCIDENT INVESTIGATION

(HELPFUL INFORMATION FOR THE SUPERVISOR'S INVESTIGATION)

PURPOSE: The specific purpose of an Accident Investigation is to determine the basic causes not to fix blame. The majority of accidents that result in personal injury or property damage are the direct result of an unsafe act, an unsafe condition, or a combination of both. Analyze the causes and develop corrective measures.

SIX QUESTIONS TO ANSWER AS THE BASIS OF AN ACCIDENT INVESTIGATION:

1. WHO was injured?
2. WHEN did it happen?
3. WHERE did the accident happen?
4. HOW did the accident happen?
5. WHAT were the materials, machines, equipment or conditions involved?
6. WHY did it happen?

PRINCIPLES WHICH SHOULD BE OBSERVED:

1. **USE COMMON SENSE** – Stick to the facts, weigh their value, and reach justified conclusions.
2. **INVESTIGATE EACH CLUE** – An apparently reasonable conclusion will often be changed by exploring factors which may not appear to be important.
3. **CHECK FOR UNSAFE CONDITIONS AND UNSAFE ACTS** – Both are present in the great majority of accidents.
4. **MAKE RECOMMENDATIONS** – No investigation is complete unless corrective action is suggested.
5. **INVESTIGATE ALL ACCIDENTS** – This should be done whether or not personal injury or property damage occurs. It may provide a basis for the prevention of future occurrences.
6. **PREPARE REPORT** – Written reports are helpful tools for study and analysis to determine specific areas or operations in which accidents occur.

NOTE: Never say a worker was “careless”. This is an effect, not a cause. If you think the worker was careless, find out why – there is always a reason.