Supervisor Accident Report

| Company Name: | Division: | |
|--------------------------------|-----------------------------|--|
| Job Name: | Job Number: | |
| 1. Name of injured: | | |
| | Years of Service: | |
| 3. Age: Sex: | Time in Present Job: | |
| 4. Title/Occupation: | | |
| 5. Department/Company: | | |
| 6. Date of Accident: | Time of Accident: | |
| 7. Date accident was reported: | Time accident was reported: | |

8. Nature of Injury: Example—Twisted ankle (not stained or sprained unless taken from kedical report); lacerated thumb on right hand; foreign body in right eye. Ask person to lsit all injuries-after listing, note "No other injuries claimed."

Nature:

9. Description of Accident: Information needed—employees exact position at time of accident; what employee was doing at the time of the accident; how the accident occurred; results of the accident.

Example #1: The employee was in the tool trailer obtaining a piece of $\frac{1}{2}$ " nylon rope. He was cutting the rope with a 4" pocket knife. He held the knife in his right hand while holding the rope in his left hand. As he cut towards himself, the rope slipped and it struck his left wrist.

Example #2: Employee alleges he was leaning over at the steel rack preparing to pick up a $4'x2'x \frac{1}{2}''$ piece of steel (approximately 150 lb.) He had his legs straight and lifted with his arms and back. He felt pain in his back when he attempted to pick up the piece of steel.

Example #3: Employee alleges she was walking toward the tool shed in the walkway. She was reading a set of blueprints and didn't see a 2"x4"x8" stud in the walkway. Her left food struck the 2x4 and she fell to the ground, striking her left shoulder.

Example #4: Employee alleges he carried a ladder to the small tool shed located at the storage yard. He leaned the ladder in front of the large door and climbed up to repair the roof. As he was halfway up the ladder his foot made contact with grease on a rung. His foot slipped and he fell to the ground. He landed feet first but twisted his right ankle.

Description:

10.) Environmental Causes: How did the employee's surroundings contribute to the accident?

Example #1: Sharp edge of blade Example #2: 150 lb. piece of steel Example #3: 2"x4"x8' stud in walkway Example #4: Grease on ladder

Environmental Cause:

11.) The Main Cause: Describe employee actions that contributed to the accident.

Example #1: Employee cut toward bodyExample #2: Employee attempted to lift material that was too heavy for one person to handle.Example #3: Employee was reading while walking and not watching where she was going.Example #4: Employee did not inspect ladder before using

Main Cause:

12.) Actions to prevent Recurrence. List actions that will prevent this accident from occurring in the future.

- **Example #1:** Make sure knife is sharp. Use alternative cutting device—i.e. shears, etc. Instruct employee to cut away from body.
- **Example #2:** Instruct employees to obtain help when material is too awkward or heavy to be handled by one person. Examine all material to determine proper handling procedures.
- **Example #3:** Instruct employees to practice good housekeeping on the job. Walkways must be kept free of all material. Include walkways and passageways in routine inspections. Instruct employees to pay attention to where they are walking.

Example #4: Inspect and clean ladders before each use. Place all ladders on routine inspection list.

Actions:

13.) Estimate of amount of damage to equipment and/or structure. If dollar value cannot be ascertained, give description of damage.

Estimate:

| SUPERVISOR NAME: | | |
|----------------------|-------|--|
| SUPERVISOR SIGNATURE | : | |
| DATE: | TIME: | |