



**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 foot 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 body  
**Example #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:
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**13.) Estimate of amount of damage to equipment and/or structure. If dollar value cannot be ascertained, give description of damage.**

Estimate:
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**SUPERVISOR NAME:** \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_