ACCIDENT INVESTIGATION REPORT

COMPANY			DEPARTMENT/VEHICLE/BUILDING			
LOCATIO	ON ON	EMPLOYER'S PREMISES	DATE OF OCCURRENCE	TIME _ AM	DATE REPORTED	
PERSONAL INJURY OR ILLNESS			PROPERTY DAMAGE			
NAME			PROPERTY DAMAGE			
OCCUPATION AGE		AGE			ACTUAL COSTS \$	
NATURE OF INJURY OR ILLNESS			NATURE OF DAMAGE			
D E S C R I P T I	DESCRIBE CLEARLY WHAT TOOK PLACE. INCLUDE THE MATERIALS, EQUIPMENT AND PEOPLE INVOLVED. IF VEHICLE ACCIDENT COMPLETE DIAGRAM ON REVERSE					
0						
N						
ANALYSIS	USING THE GUIDE ON THE REVERSE PAGE, QUE CONTROLS INVOLVED. DESCRIBE EACH MANA			H OPERATING FAC	TOR AND THE MANAGEMENT	
PREVENTION	DESCRIBE WHICH CONTROLS REQUIRE ADDITITEMS COMPLETED.	ONAL ATTENTION AND W	HAT ACTION HAS OR WILL B	E TAKEN TO PREVE	NT RECURRENCE. PLACE X BY	
N	MOTOR VEHICLE ACCIDENT: N/A	PREVENTABLE	NOT PREVENTABLE			
INVESTI	GATED BY DATE		REVIEWED BY		DATE	

OPERATING FACTORS	MANAGEMENT CONTROLS	QUESTIONING GUIDE
P E O P L E	PLACEMENT TRAINING ENFORCEMENT	WHO WAS INVOLVED? What qualifications are necessary to perform the task? Who is most qualified? Why was this employee selected if not most qualified? What instructions or training were provided? What additional training is needed? What instructions or rules were not followed? What additional rules or enforcement action should be established?
EQU-PMENT	DESIGN AND ARRANGEMENT PURCHASING MAINTENANCE	WHAT EQUIPMENT WAS INVOLVED? Why was this equipment used? What equipment should be used? What guards were or were not used? What arrangement problems were present? What additional design and arrangement controls are necessary? How did the quality or hazards of the equipment contribute to the loss? What additional purchasing controls are necessary? What maintenance problems were evident? When should maintenance be performed? How can maintenance be improved? What Personal Protective Equipment is provided? What Personal Protective Equipment should be provided?
M A T E R I A L	DESIGN AND ARRANGEMENT PURCHASING	WHAT MATERIAL (CARGO) WAS INVOLVED? What design characteristics contributed to the loss? How should the material be designed? How was the material arranged, handled and used? Where should the material be arranged? Why was this material being used? What material should be used?
ENV-RONMENT	DESIGN AND ARRANGEMENT PURCHASING HOUSEKEEPING MAINTENANCE	WHAT ENVIRONMENTAL FACTORS (BUILDING, NOISE, VAPOR, ILLUMINATION, ETC.) WERE INVOLVED? Why was it designed and arranged this way? How should it be designed and arranged? What purchasing controls are necessary? When should housekeeping be performed? How should housekeeping be improved? What maintenance problems are evident? When should maintenance be performed? How should maintenance be improved?

MOTOR VEHICLE DIAGRAM

 $\label{eq:complete_control_$

