



AssuredPartners



Supervisor's Accident Investigation Reporting Process

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POWER THROUGH PARTNERSHIP

SUPERVISOR'S ACCIDENT INVESTIGATION REPORTING PROCESS

REASON FOR REPORT: Completing the Supervisor's Accident Investigation Report form (the "Report") is an important step in preventing future workplace injuries. Injuries must be thoroughly understood in an effort to prevent repeat occurrences. The investigation pinpoints the causes of an accident and provides an accurate analysis of the steps that must be taken to prevent a recurrence. After the investigation, all missing safeguards or corrective measures must be put into place.

WHO COMPLETES REPORT: The Business Manager (or staff member with HR responsibilities) together with the supervisor of the individual(s) injured in the accident should jointly complete the Report.

WHERE TO SEND COMPLETED REPORT: Provide your location's Safety Committee with a copy of the completed Report and email a copy of the completed Report to Alison Miner, of AssuredPartners, at: alison.miner@assuredpartners.com.

A copy of the Supervisor's Accident Investigation Report form is attached.

INVESTIGATION PROCESS: There are five steps to an effective accident investigation:

1. **Gather information:** The investigation team researches the facts about the accident. This research includes interviewing witnesses and others involved, reviewing security video (if any), and observing details of the accident site. The Report is used to document the facts and organize the information.
2. **Analyze facts:** The investigation team analyzes the information gathered during the investigation to identify the causes of the accident and any factors that contributed to the accident and to determine how the accident could have been prevented.
3. **Report findings:** The investigation team completes the Report with details including who was involved, where the accident occurred, when it happened, and what caused it. The Report also includes recommendations regarding what can be done to prevent a similar accident from happening again.
4. **Act on recommendations:** Management reviews the report and determines how to prevent the accident from happening again. A modification to a safety policy, procedure, or program needs to be developed and implemented to prevent future accidents.
5. **Follow up:** The Safety Committee follows up to ensure that appropriate corrective action was taken to prevent the accident from happening again.

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

Employee Name: _____ Date/Time of Accident _____

Position: _____ Age: _____ How Long on Job: _____

Location of Accident and Description of What Happened:

What else might have contributed to the accident? Such as: equipment/material, people, environment/conditions, etc.

What should be done to prevent a future accident?

What action(s) have you taken?

How will this improve Operations and/or prevent future accident?

Investigated By: _____

Date: _____

Reviewed By: _____

Date: _____

SAFTEY COMMITTEE STEPS:

1. Incident Analysis Completed By: _____ Date _____

2. Accident Report Completed by _____ Date _____

3. Follow-up Activity:

• Step 1 _____ Completed by _____ Date _____

• Step 2 _____ Completed by _____ Date _____