

The primary reason accident investigations fail to help eliminate similar accidents is that some report forms unfortunately address only correcting surface causes. Root causes are often ignored. Let's take a look at one format for ensuring an effective report.

SAMPLE ACCIDENT ANALYSIS REPORT

Number _____

Date _____

Prepared by _____

SECTION I. BACKGROUND

WHO

Victim: _____

Witnesses (1) _____ Address _____ Phone (H) _____ (W) _____
Job Title _____ Length of Service _____

Witnesses (2) _____ Address _____ Phone (H) _____ (W) _____
Job Title _____ Length of Service _____

WHEN

Date _____ Time of day _____ Work shift _____

Date Accident Reported _____

WHERE

Department _____ Location _____ Equipment _____

SECTION II. DESCRIPTION OF THE ACCIDENT PROCESS. (Describe the sequence of relevant events prior to, during, and immediately after the accident. Attach separate page if necessary)

Pre-injury events :

- (-6) _____
- (-5) _____
- (-4) _____
- (-3) _____
- (-2) _____
- (-1) _____

Injury event:

- (0) _____

Events after:

- (+1) _____
- (+2) _____
- (+3) _____

SECTION III. FINDINGS AND JUSTIFICATIONS. (Attach separate page if necessary)

Surface Cause(s) (Unsafe conditions and/or behaviors at any level of the organization)

Justification: (Describe evidence or proof that substantiates your finding.)

Root Cause(s) (Missing/inadequate Programs, Plans, Policies, Processes, Procedures)

Justification: (Describe evidence that substantiates your finding.)

SECTION IV. RECOMMENDATIONS AND RESULTS (Attach separate page if necessary)

Corrective actions. (To eliminate or reduce the hazardous conditions/unsafe behaviors that directly caused the accident)

Results. (Describe the intended results and positive impact of the change.)

System improvements. (To revise and improve the programs, plans, policies, processes, and procedures that indirectly caused/allowed the hazardous conditions/unsafe behaviors.)

Results. (Describe the intended results and positive impact of the change.)

SECTION V: SUMMARY (Estimate costs of accident. Required investment and future benefits of corrective actions)

SECTION VI: REVIEW AND FOLLOW-UP ACTIONS: (Describe equipment/machinery repaired, training conducted, etc. Describe system components developed/revised. Indicate persons responsible for monitoring quality of the change. Indicate review official.)

Corrective Actions Taken:	Responsible Individual:	Date Closed:
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_____	_____	_____
_____	_____	_____

System improvements made:	Responsible Individual:	Date Closed:
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_____	_____	_____
_____	_____	_____

Person(s) monitoring status of follow-up actions: _____

Reviewed by _____ **Title** _____

Date _____ **Department** _____

SECTION VII: ATTACHMENTS: (Photos, sketches, interview notes, etc.)