



Injury/Incident Investigation Report

Note: Read reverse before completing this report.

Check one: Injury Near Miss

County _____ Department _____

Employee's Name _____ Age _____ Job Title _____

Date of Report _____ Date of Incident _____ Time of Incident _____ am/pm

Where did incident occur? _____

Description of injury/incident (what happened?) _____

Cause of injury/incident (why did it happen?) _____

What should be done to prevent recurrence? Immediate action items _____

Long term action items _____

Name(s) of witnesses _____

Report prepared by: _____

Employee's Signature _____ Supervisor's Signature _____

Employee declines medical treatment for this incident: _____

Employee Signature

Date

Distribution:

Original: KWORCC Loss Prevention, 700 SW Jackson Street, Suite #200, Topeka, KS 66603;

Copy: Safety Committee or Safety Coordinator (if applicable);

Copy: Department Head.

GET THE FACTS

Remember to discuss:

WHO was injured (or could have been injured)?

WHEN did it occur?

WHERE did it occur?

WHY did it happen? Was there an unsafe act or unsafe condition?

HOW did the injury (or near miss) occur?

Below is listed a POOR example of description of an injury/incident. After the poor description is a GOOD example of a description of an injury/incident.

POOR Employee inhaled ammonia gas when passing a leaking discharge pipe of an ammonia compressor and bruised his shoulder.

GOOD The employee was working in a Refrigeration Department, jumped back when he smelled leaking ammonia and “struck against” an unguarded flywheel on a circulating pump, resulting in a severe “shoulder bruise” to his right shoulder. The guard had not been replaced by the employee even though he had received instructions to do so on numerous occasions.

DO NOT USE VAGUE TERMS WHEN DESCRIBING WHAT OCCURRED. For example, “employee was careless” and “exposed to bugs” are not specific. By contrast, “*employee was not wearing appropriate shoes for the work surface*” and “*while employee was cleaning the storage area with dust clothes, he encountered brown recluse spider nests*” furnish helpful details. Strive to be explicit about what happened.

REMEMBER when an employee has been hurt the SUPERVISOR should do the following:

1. Get the facts (from injured employee, witnesses, accident site, et cetera).
2. Determine all the causes for what occurred. Accidents do not just happen, there will be one or more cause. Examples: tripping hazard, poor housekeeping, moving too fast for the conditions, not wearing personal protective equipment, not being aware of surroundings, failure to communicate, defective equipment, damaged stairs, railing, et cetera.
3. Take corrective action. Examples: for unsafe act, instruction, discipline or job placement. If unsafe condition, put up warning(s), repair or modify the work space and/or report for proper assistance -- with necessary follow-up.