

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 1. BACKGROUND / WHO

Name victim:

Witness 1:

Address:

Job Title:

Witness 2:

Address:

Job Title:

Phone:

Work:

Length of service:

Phone:

Work:

Length of service:

WHEN:

Date:

Workshift:

Time of day:

Date reported:

WHERE:

Department:

Location:

Equipment:

SECTION 2. 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 EVENTS:

(0)

EVENTS AFTER:

(+1)

(+2)

(+3)

SECTION 3. FINDINGS AND JUSTIFICATIONS

Attach separate page if necessary

SURFACE CAUSE(S): (Unsafe conditions and/or behaviors at any level of the organisation.)**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 4. 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 5. SUMMARY

(Estimate costs of accident. Required investment and future benefits of corrective actions)

SECTION 6. 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:

System improvements made:

Responsible Individual:

Date closed:

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

Reviewed by:

Title:

Department:

Date:

SECTION 7. ATTACHMENTS: (Photos, sketches, interviewnotes, etc.)