



INSTRUCTIONS FOR USE OF

WORKPLACE INJURY/INCIDENT REPORT

The Workplace Accident report is filled out by the supervisor of the injured employee. The completed form must be submitted to the Human Resources Department, Comptroller's Department and Risk Manager.

These steps will help you investigate an accident and fill out the form:

1. Discuss the accident with the employee involved and with any witnesses. Be sure to question the why-what-where-when-who-how aspects of the accident.
2. Inspect the equipment or materials involved for conditions that could be made safer.
3. Study the job set-up and process of doing the work. Could it be improved?
4. Is the employee involved suited for the job he/she is doing? Did he/she receive adequate training? Are there any other contributing problems-use of drugs, use of alcohol, or emotional problems?
5. Recommendations to correct the problem must be practical. Be sure your recommendations will not create other situations, which could result injury to employees.
6. Complete your report no later than the next working day after the accident.

Examples of Accident Causes

Unsafe acts Personal Factors

Bypassing safety devices
Distraction or inattention
Failure to secure or warn
Failure to use proper protective equipment
Failure to wear proper attire
Horseplay
Improper use of body
Improper use of equipment or tools
Inadequate maintenance
Incorrect lifting or carrying
Operating at unsafe speeds
Operating without authority
Poor housekeeping
Taking unsafe position
Unstable loading or stacking
Using defective equipment or tools
Working on live equipment

Unsafe Conditions

Inadequate guards or protection
Detective tools or equipment
Unsafe condition of machine
Congested work area
Unsafe floors, ramps stairways platforms
Improper material storage
Inadequate warning system
Fire or explosion hazards
Hazardous atmosphere: gases, dust, fumes, vapors
Hazardous substances
Inadequate ventilation
Radiation exposures
Excessive noise
Inadequate illumination

Preventative and/or Corrective Action

Develop or revise written process or procedure
Initiate, revise or enforce rules
Improve emergency/medical system
Improve housekeeping/maintenance
Improve job orientation or training
Institute Job hazard/ergonomic analysis
Modify or replace tools/equipment
Provide inspections/observations
Provide proper employee placement
Provide/monitor PPE
Provide special communications
Review via task force/consultant
Revise equipment/layout