

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)

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

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

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Justification: (Describe evidence that substantiates your finding.)

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**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)

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

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

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

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

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**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.)

<b>Corrective Actions Taken:</b>	<b>Responsible Individual:</b>	<b>Date Closed:</b>
_____	_____	_____
_____	_____	_____

<b>System improvements made:</b>	<b>Responsible Individual:</b>	<b>Date Closed:</b>
_____	_____	_____
_____	_____	_____

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

**Reviewed by** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Date** \_\_\_\_\_ **Department** \_\_\_\_\_

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