

Incident and Accident Investigation Report

Location Name:	Has site been secured to prevent additional damage or reoccurrence? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Specific Location:	Accident / Incident date:	Time:	Date Reported
Name of Person Reporting Accident / Incident:	Supervisor's Name:		
Type of Accident / Incident (check all that apply): <input type="checkbox"/> Truck / Car / Pickup <input type="checkbox"/> Employee <input type="checkbox"/> Third Party <input type="checkbox"/> Property Damage			
Estimated Costs:	Actual Costs:		
Nature of Injury, Illness, Damage:			

DESCRIPTION	Describe clearly what took place. Include the materials, equipment, vehicles, and people involved. Describe parts of body injured and how injury occurred. If a vehicle accident / incident, complete the diagram on next page. If a product was involved, include item, catalog number, other information.
ANALYSIS	Using the guide on the next page, question each operating factor using a What-Where-When-Who-How-Why analysis. Describe each deficiency contributing to the incident. Keep asking "Why?" until the bottom-line, root cause is determined
PREVENTION	Describe new policies, procedures or controls needed; which controls require additional attention; what action has or will be taken to prevent reoccurrence; and timeline for completion of these actions.

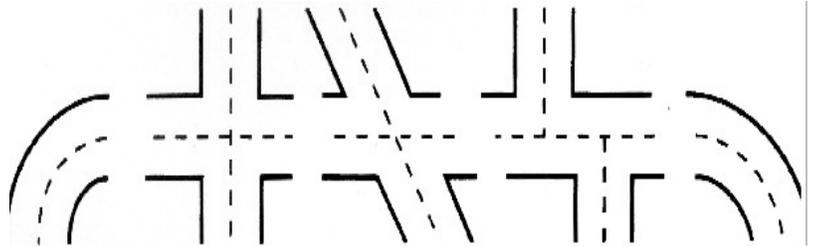
If a Motor Vehicle incident, was it: <input type="checkbox"/> Preventable <input type="checkbox"/> Not Preventable <input type="checkbox"/> NA	
Investigated by:	Date:
Reviewed by:	Date:

Investigation and Analysis Guide

Get the facts by studying the specific situation involved. Question each management control to determine deficiencies that may have contributed to the accident and the corrective actions which must be taken to control the real causes of the accident / incident. This guide will assist you but will not contain. Ask other questions as appropriate to the accident to determine what went wrong, why it went wrong and what needs to be done to prevent re-occurrence.

FACTORS	MANAGEMENT CONTROLS	QUESTIONS TO ASK
PEOPLE	GENERAL	WHO WAS INVOLVED AND WHAT WERE THEY DOING? What was interaction between? Who is most qualified? If an employee was involved and was not the most qualified, Why was he/she selected to do job?
	TRAINING	Did the injured party contribute to the incident? How?
	ENFORCEMENT	What instructions or training was provided? What additional instructions or training is needed? What instructions or rules were not followed? What additional rules or enforcement action should be established?
EQUIPMENT	DESIGN AND ARRANGEMENT	WHAT EQUIPMENT WAS INVOLVED? Why was this equipment used? What equipment should be used? What guards were or were not used? What equipment arrangement problems were present? What additional design and arrangement controls are necessary?
	PURCHASING	How did the quality or the hazards of the equipment contribute to accident or incident? What additional purchasing controls are necessary?
	MAINTENANCE	What maintenance problems were evident? When should maintenance be performed? How can maintenance procedures be improved?
MATERIALS	DESIGN AND ARRANGEMENT	WHAT MATERIAL, PRODUCTS OR CARGO WAS INVOLVED? What design characteristics contributed to the accident / incident? Why were these materials used? Should different materials be used? How were the materials arranged, handled and used? Where should the materials be stored?
	PURCHASING	Why was the material involved in the accident being used? What material should be used instead?
ENVIRONMENT	DESIGN AND ARRANGEMENT	WHAT ENVIRONMENTAL FACTORS WERE INVOLVED? Include building, noise, hazardous materials, hazardous areas etc.
	PURCHASING	Why was it designed and arranged this way? How should it be designed? Lighting, walking surfaces, stairs and steps, ramps, etc.?
	HOUSEKEEPING	What purchasing controls may be needed?
	MAINTENANCE	How did housekeeping contribute to the accident / incident? What housekeeping improvements are needed? What environmental maintenance problems are evident? When should environmental maintenance be performed? How should environmental maintenance be improved?

- Number and identify each vehicle
- Show travel direction with an arrow. Use a solid line for travel before the accident and a dotted line for line of travel after.
- Use a **■** symbol for vehicles, **o-o** for a bicycle or motorcycle, and **x** for a pedestrian.



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