

INCIDENT/ACCIDENT REPORT

Complete for the following:

Internal Use Only

<input type="checkbox"/> Staff Injury	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Police Incident	<input type="checkbox"/> Community Incident
<input type="checkbox"/> 801 Form Filed for Injury	<input type="checkbox"/> Fire	<input type="checkbox"/> Theft	<input type="checkbox"/> Auto Accident

PROGRAM / FACILITY:	DATE/TIME OF INCIDENT:
SUPERVISOR:	POLICE- <input type="checkbox"/> FIRE- <input type="checkbox"/> AMBULANCE <input type="checkbox"/> - (Responded)

Directions: **ONLY THE STAFF INVOLVED AND THEIR IMMEDIATE SUPERVISOR** complete this form. Staff completes part (1) and forwards to their Supervisor. Both meet to review the incident together. The Supervisor completes part (2). The Supervisor then discusses the incident with their Safety Committee member. The form is forwarded to the Director/Program Manager, who reviews and forwards to the Environmental Services Department. (Typed forms are appreciated).

(1). STAFF INVOLVED PROVIDES A SUMMARY. BE FACTUAL - NO OPINIONS (Maintain client and staff confidentially.)

WHO-WHAT-WHERE-WHEN:
Root Cause Analysis:
Why:
Why:
Why:
Why:

STAFF SIGNATURE: _____ DATE: _____

(2). IMMEDIATE SUPERVISOR REVIEWS INCIDENT AND DISCUSSES WITH STAFF INVOLVED.

I have reviewed the incident with staff involved and used the hazard analysis checklist. _____ /initials/

SUGGESTIONS FOR FUTURE PREVENTION:
FOLLOW-UP ACTIONS:

IMMEDIATE SUPERVISOR SIGNATURE: _____ DATE: _____

RECEIVED BY THE FOLLOWING:

SAFETY COMMITTEE MEMBER INITIAL: _____ DATE: _____ ACTION TAKEN: _____

PROG. DIRECTOR/MANAGER INITIAL: _____ DATE: _____ ACTION TAKEN: _____

SAFETY COORDINATOR INITIAL: _____ DATE: _____ ACTION TAKEN: _____

EXECUTIVE DIRECTOR INITIAL: _____ DATE: _____ ACTION TAKEN: _____

GUIDELINES FOR COMPLETING THE INCIDENT/ACCIDENT REPORT

Introduction: The supervisor is the primary investigator of all incidents. An integral part of the safety process is the direct involvement of the supervisor in analyzing incidents and completing the report. The “face to face” personal involvement of the supervisor in interviewing and gathering information is key to the safety process. The primary intent of this form is to assure a structure of guided communications and interactions that systematically addresses the issues, offers preventative suggestions and follows up with action.

A training video entitled “Basic Supervisor Safety” is available to assist supervisors in understanding their OSHA safety responsibilities for investigating incidents and performing an effective hazard analysis. Contact the Safety Director for the tape.

The following is a checklist of the “MEEE hazard analysis” as illustrated in the video which must be mentally performed for each incident. The process helps identify root causes of the incident so appropriate recommendations can be made for preventative actions. The following are contributing factors:

1. **Management:** Policies, procedures, training, accountability, adequate resources, preventative maintenance, safety culture, etc.
2. **Employee:** Proper procedures and policies, adequate training, risk taking behaviors, protective equipment, safety attitude, etc.
3. **Environment and Equipment:** Temperature, ventilation, lighting, ergonomics, chemicals, machine guarding, maintenance, etc.

Instructions:

The following are types of incidents that require completing the report.

- Injuries to staff.
- Auto accidents and other vehicle accidents resulting in property damage.
- Damage to company property.
- All fires.
- Any incident involving police response.
- Theft of company property.
- Community incident such as neighbor complaints, etc.

Step 1 - The staff involved completes the top portion of the form and Section (1). Provide a brief summary of the incident, be factual and offer no opinions. Follow client and staff confidentiality. Forward the report to immediate supervisor.

Step 2 - The immediate supervisor completes Section (2) after reviewing the incident “face to face” with staff involved. Use the hazard analysis checklist to develop prevention planning. Make note of any suggestions for prevention and any follow-up actions taken.

Step 3 - The supervisor reviews the incident with their Safety Committee member to help facilitate incident review at the monthly Safety Committee meeting.

Step 4 - Promptly route for signatures.