



SAMPLE FORMAT
FOR
ACCIDENT AND NEAR-MISS INVESTIGATION

- BLANK FORM
- GUIDE TO COMPLETION OF FORM

ACCIDENT AND NEAR-MISS INVESTIGATION FORM								
Name of Injured Employee / Person : : Personnel Reference Number								
Date & Time of Accident : Date & Time of Investigation :								
Accident Location : Activity Involved :								
Briefly Outline the Nature of the Accident, Injury or Near-Miss:								
WITNESSES TO THE CIRCUMSTANCES								
<table border="1"> <thead> <tr> <th>NAME</th> <th>PERSONNEL REF NO.</th> <th>STATEMENT GIVEN (YES / NO)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			NAME	PERSONNEL REF NO.	STATEMENT GIVEN (YES / NO)			
NAME	PERSONNEL REF NO.	STATEMENT GIVEN (YES / NO)						
Name of Person Completing this Form:								
Signature:	Title:	Date:						

CIRCUMSTANCES OF THE ACCIDENT OR NEAR-MISS

MACHINERY / EQUIPMENT:

If machinery / equipment was involved, please give relevant details:

Indicate the checks carried out on the machinery / equipment:

PERSONAL PROTECTIVE EQUIPMENT:

Was the accident victim wearing protective equipment appropriate to the job?

Yes / No

Please elaborate if relevant:

Indicate the checks carried out:

CIRCUMSTANCES OF THE ACCIDENT OR NEAR-MISS

PROCEDURES:

Was there an established procedure for the work?

Yes / No

If 'Yes' please give details of compliance *or* non compliance with the procedure:

OTHER CIRCUMSTANCES:

Please elaborate on other circumstances you have noted, which may be relevant to this investigation:

CIRCUMSTANCES OF THE ACCIDENT OR NEAR-MISS

GENERAL CONDITIONS OF THE ACCIDENT SCENE:

Give details of any conditions at the accident / incident scene, which may be relevant, e.g., lighting, floors, steps, ramps, oil, moisture etc.

TRAINING:

Was the employee doing work appropriate to his / her training and competence?

Yes / No

Please elaborate if relevant:

PLEASE LIST AND DESCRIBE THE ATTACHMENTS TO THIS REPORT:

[Drawings, photographs, statements, notes, measurements etc.]

BRIEFLY DESCRIBE ANY MEDICAL ATTENTION OR FIRST-AID GIVEN AT THE TIME OF THE ACCIDENT:

PLEASE STATE WHAT OTHER INVESTIGATION IS REQUIRED TO COMPLETE THE REVIEW OF THIS ACCIDENT / INCIDENT:

REPORT OF FINDINGS

Detail the circumstances of the accident / incident based on the evidence gathered and witness accounts:

PERSONNEL / MANAGEMENT SECTION

Has the accident / incident been recorded appropriately?

YES

NO

Has the accident been notified to the HSA if appropriate?

Have notes been put on files to maintain contact with the key witnesses?

Has the insurance company been notified as appropriate?

Notes in relation to any civil claims proceedings:

Employee's absence resulting from the accident / incident:

Details of any medical reports appended to this file:

**GUIDANCE NOTES FOR THE COMPLETION OF THE ACCIDENT AND NEAR- MISS
INVESTIGATION FORM AND FOR TAKING WITNESS STATEMENTS**

GENERAL

This form is designed to give as complete a picture as possible of the circumstances of the incident and to ensure an orderly recording of the details. It should be noted that the assignment of blame or fault is avoided so that the facts speak for themselves.

The following notes suggest how the questions should be answered.

At the end of the form there are some points for recording the accident and logging any post-accident events, e.g., civil claim issues or lost time records etc.

BRIEFLY OUTLINE THE NATURE OF THE ACCIDENT, INJURY OR NEAR-MISS

This question should be answered without attributing any blame or cause and without getting into any detailed descriptions, e.g.,

- The victim's hand was crushed between the frames of the XYZ machine and a moving forklift truck. He suffered three broken fingers.
- The victim reported that he slipped and fell as he crossed the main factory floor. He suffered a twisted knee injury.

WITNESSES TO THE CIRCUMSTANCES OF THE ACCIDENT / INCIDENT:

This section is self-explanatory. However, it is important to recognise that a witness may be any person in the area of the accident with any knowledge of what happened or any person with relevant knowledge of the workplace conditions before or after the incident.

A witness statement should include the following:

- Where he / she was at the time of the accident / incident
- The time of the accident / incident as he / she recalls it
- Relevant information to support any of the physical evidence
- Any factual evidence to establish the circumstances of the accident / incident, or of the workplace before or after the accident / incident
- The date and time of the statement and the signatures of both the witness and the investigator

CIRCUMSTANCES OF THE ACCIDENT / INCIDENT (several questions)

In these sections it is important to confine the answers to factual information, which is relevant without making judgemental comments.

REPORT OF FINDINGS

The elements of the description of the accident / incident should be supported if possible by evidence of witnesses gathered by the investigator.

ATTACHMENTS

It is important to attach all statements, photographs, drawings, sketches, recordings, notes etc, in copy form and to ensure that all documents, with original signatures are preserved.

PERSONNEL / MANAGEMENT SECTION

It is suggested that careful filing of accident / incident reports is essential to keep important original documents together.

It is also important to maintain contact with key witnesses, e.g., by noting on their personnel files that they are witnesses to a particular accident / incident.

Following the investigation several other documents may have to be attached to the file. This is an obvious control function for management or personnel. If a claim is lodged with the Injuries Board by an employee for an injury sustained at work, you will need to have a thorough investigation completed and sufficient support information to make a decision as to whether the company will pay the award as dictated by the Injuries Board or whether the evidence is such that the company will look for a letter of release to go to court. This might happen where there is a dispute regarding liability, negligence or the amount of the award prescribed by the Injuries Board. Where an employee genuinely sustains an injury at work the requirement for a claim to be addressed through the Injuries Board does not preclude an employer from making arrangements directly with an employee for payment of any costs incurred or arranging any settlement payment directly with the employee. Regardless of the final decision of the organisation the value of having a comprehensive accident investigation completed as soon as possible after an accident happens should not be underestimated.