

# CSU East Bay Incident/Accident Investigation Report

EMPLOYEE DATA

Employee Name:

Sex:  Female  Male

Date of Hire:

Department/Location:

Employee  Volunteer  Student-Employee  Non-



## Instructions for Completing the Accident Investigation Report

### Employee Data

1. Employee Name: Record the name of the employee involved.
2. Sex: M=male; F=female
3. Date Hired: This field will have value for analyzing the incidence of occupational injury and illness among newly hired workers and those with longer tenure. For the relatively infrequent situation where employees are hired, terminated, and

## **Direct / Indirect / Basic Causes**

In spite of their complexity, most incidents are preventable by eliminating one or more causes. Investigations determine not only what happened, but also how and why. The information gained from these investigations can prevent recurrence of similar or perhaps more serious incidents. Investigative team efforts must focus on all events, as well as the sequence of events, that led to an incident.

**Direct Cause** . Unplanned release of energy or hazardous material. Example: The knife that cut (laceration) the palm of the hand. Please choose the most appropriate choice.

**Indirect Cause** . Symptoms . Unsafe Acts and/or Unsafe Conditions. Example: Tripping over unrolled hose left on floor causing contusion to knee. Please choose the most appropriate choice(s). There may be more than one choice.

**Basic Causes** . (Poor) Management Policies or Decisions, or to Personal or Environmental Factors. Example: Lack of instruction in proper cutting techniques. Lack of supervision to reinforce safe work practices. Personal decision by individual to take a short-cut to save time. Please choose the most appropriate choice(s). There may be more than one choice.

## **Corrective Action / Possible Alternatives**

Action(s) to be taken: What corrective actions will be taken to prevent recurrence of the incident? The following examples provide basic ideas for this section.

- Use safer materials/supplies
- Improve illumination
- Improve ventilation
- Mandatory pre-job instructions
- Job reassignment of employee
- Improved inspection procedure
- Improved clean-up procedure

- Improved enforcement
- Develop Job Safety Analysis (JSA) or Standard Operating Procedure (SOP) for the job / task
- Revise the JSA or SOP
- Install/revise safety guard/device
- Require protective equipment
- Repair/replace equipment
- Improved storage/arrangement

- Improve design/construction
- Eliminate congestion