**Accident/Incident Investigation Report**

(EHS&EM use only) Medical Report/Control #     Submitted Within 24 Hours: Yes[ ]  No[ ]  Preliminary[ ]  Final[ ]

#  SECTION I

## Complete and submit section I of this report within 24 hours for all accidents, property damage, and near misses, and complete the remainder of the Report within 72 hours to EHS Office & Human Resources.

**Check All That Apply: Personal Injury/Illness** **[ ]  Property Damage** **[ ]  Near Miss** **[ ]**

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| Facility:1.       | Location within Facility or outside (bay, office, parking lot, or sidewalk, etc.):2.       |
| Full Legal Name (first, mid initial, last):3.       | Date of Birth: 4.       | Marital Status:5.       |
| Address:6.       | Phone Number:7.       |
| Gender:8.       | Number of Dependents9.       | Job Title:10.       |
| Accident / Incident Date:11.       | Time Employee Began Shift:12.       [ ]  AM [ ]  PM |
| Date Reported:13.       | Time of Accident / Incident:14.       [ ]  AM [ ]  PM |
| Supervisor’s Name:15.       | Person to Whom Reported:16.       |
| Witnesses:17.       |
| Nature of Injury / Illness or Incident and Body Part:18.       |
| Equipment / Machinery Involved:19.       |

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| Treated in ER – If so, Physician and Hospital or Clinic Address:20.       |
| When the accident/incident occurred was the employee following all safety instructions/ regulations. If not, explain.21.       |
| Were any safety regulations violated? If yes, explain.22.       |
| Was a third party responsible for the injury? If so, who?23.       |
| **Description of Incident/Accident:**[What happened? Tell how the incident occurred. What was the employee doing just before the incident occurred? Describe the activity, as well as the location, tools, equipment, or material the employee was using. What object or substance directly harmed the employee? Be specific so others unfamiliar with the process will understand the report (i.e. weight and dimensions of object). Include statements from witnesses and injured/involved employee] |
| 24.       |
| SECTION II |
| Pictures or Drawing of Scene. (Draw/photograph site, explain and paste in document or attach with incident report.) |
| 25.       |

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| Contractor(s) Involved (If yes, explain and provide contractor’s name and name of company.): 26.       |
| Longwood contact for the Contractor:27.       |
| Property Damage 28. Cost:       Estimated:       Actual:       |
| Is there a Safety Instruction related to this injury/incident? If Yes, Title of Safety Instruction: [ ]  Yes [ ]  No29.       |
| Describe job practice: (What was the employee supposed to do? Any special instructions?30.       |
| How often is this activity performed (for example: 2 or 3 times daily, weekly, monthly, etc)? 31.        |
| How many consecutive days worked prior to injury/illness? 32.       | Time in current job? 33.       |
| Date and title of last training related to this incident? 34.       |

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| Describe Multiple Causes: (*Include all events or conditions that contributed to the incident* *determined through investigation*).   Contact Environmental Health & Safety Office (EHS) if assistance needed.  35.  |
|   1. Machinery and Equipment (for example: faulty step ladder):        2. Process (for example: excessive lifting required for task):        3. Tools and PPE: (for example: safety glasses fog during task so not worn or improper tool used):        4. Environment (for example: inadequate housekeeping during shift or weather related):        5. Instructions (for example: lockout or Safety Instruction contained improper steps or did not exist):        6. Personnel (for example: employee had excessive fatigue or did not follow instruction):        7. Management (for example: previous corrective action not completed or ineffective):        8. Training (for example: training was not adequate or was not provided):        9. Other:        |
| Of the causes described above which do you consider to be root causes? (List Below) |
| 36.       |

# SECTION III

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| What actions did you immediately take to reduce the risk of this event happening again?  37.  |
|  Actions Taken Who Completed Date  |
| 1.
 |       |       |
| 1.
 |       |       |
| 1. *Initiate Safety contact as needed*
 | *Investigator* |       |
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| Based on causes listed previously, shat long term actions that need to be completed for risk reduction (i.e. work order, engineering project, SI creation). Identify the management designated person responsible for completing corrective actions and provide the estimated completion date.  38.  |
|   Recommendations Accountable Person WO # Est. Comp Date |
| 1.
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| 1.
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| 1.
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| 1.
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| 1. *Communicate Safety Alert as needed*
 |  | N/A |  |
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| Additional Comments:39.       |
| Investigation Team Members:40. |
| 1.
 | 1.
 | 1.
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| 1.
 | 1.
 | 1.
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# SECTION IV

#  Facilities Approvals:

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| Investigator: Date:  | Next Level of Management: Date: |
|              |              |
| Other (As required by facility): Date: | Other (As required by facility): Date: |
|              |              |

# SECTION V

#  EHS Office

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| 1. Safety Representative:

      | Date:        |
|  Comments (include Corrective Action Report (CAR) Recommendations):       |
|  Previous Illness / Injury (If so include history):       |
|  Loss Prevention Codes:       |
|  Cause:       |
|  Source:       |
|  Unsafe Condition:       |
|  Unsafe Work Practice:       |
|  System Failure:       |
|  Contributing Factor:       |