The Workplace Accident report is filled out by the supervisor of the injured employee. The completed form must be submitted to the Human Resources Department, Comptroller’s Department and Risk Manager.

These steps will help you investigate an accident and fill out the form:

1. Discuss the accident with the employee involved and with any witnesses. Be sure to question the why-what-where-when-who-how aspects of the accident.
2. Inspect the equipment or materials involved for conditions that could be made safer.
3. Study the job set-up and process of doing the work. Could it be improved?
4. Is the employee involved suited for the job he/she is doing? Did he/she receive adequate training? Are there any other contributing problems-use of drugs, use of alcohol, or emotional problems?
5. Recommendations to correct the problem must be practical. Be sure your recommendations will not create other situations, which could result injury to employees.
6. Complete your report no later than the next working day after the accident.

Examples of Accident Causes

**Unsafe acts Personal Factors**
- Bypassing safety devices
- Distraction or in attention
- Failure to secure or warn
- Failure to use proper protective equipment
- Failure to wear proper attire
- Horseplay
- Improper use of body
- Improper use of equipment or tools
- Inadequate maintenance
- Incorrect lifting or carrying
- Operating at unsafe speeds
- Operating without authority
- Poor housekeeping
- Taking unsafe position
- Unstable loading or stacking
- Using defective equipment or tools
- Working on live equipment

**Unsafe Conditions**
- Inadequate guards or protection
- Detectible tools or equipment
- Unsafe condition of machine
- Congested work area
- Unsafe floors, ramps, stairways, platforms
- Improper material storage
- Inadequate warning system
- Fire or explosion hazards
- Hazardous atmosphere: gases, dust, fumes, vapors
- Hazardous substances
- Inadequate ventilation
- Radiation exposures
- Excessive noise
- Inadequate illumination

**Preventative and/or Corrective Action**
- Develop or revise written process or procedure
- Initiate, revise or enforce rules
- Improve emergency/medical system
- Improve housekeeping/maintenance
- Improve job orientation or training
- Institute Job hazard/ergonomic analysis
- Modify or replace tools/equipment
- Provide inspections/observations
- Provide proper employee placement
- Provide/monitor PPE
- Provide special communications
- Review via task force/consultant
- Revise equipment/layout