



Culpeper County Volunteer Fire & Rescue Association

SUPERVISORS INCIDENT INVESTIGATION

INCIDENT INVESTIGATION FORM

WHO	Injured Person Name: _____	Was 911 Called? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Department: _____	
	Job Title: _____	
	Membership Date: _____	Was Injured Sent to Hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No
	How Long at Present Position: _____ Time Shift Began: _____	
WHEN	Date/Time of Incident: _____	
	When Reported? _____	
Injury	Nature/Extent of Injuries _____	

WHERE	Exact Location of Incident _____	
	Witnesses: _____	
WHAT/ HOW	Type of Incident (see page 2 for codes) _____	
	Description of Incident (Detail what employee was doing, how he/she was doing it, and what physical objects, tools, machines, structures or equipment were involved). Attach additional sheets if needed.	

WHY	Check at least three causes on page 2 of this report & comment fully here. (Use additional sheets if necessary).	
	1) _____	
	2) _____	
	3) _____	
	4) _____	
Prevention	What should be done and by whom to prevent recurrence of this type of incident?	
	1) Physical changes: _____	

	2) Procedural Changes _____	

	3) Training Sessions: _____	

	<u>What action are you taking to see that this is done?</u> _____	

	Supervisor's Signature _____ Report Date: _____	
	Comments by Safety Officer _____	

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Type of Incident

Injury

- | | |
|--|-----------------------|
| 1. Fall from Elevation | 7. Heat, Cold |
| 2. Fall Same Level | 8. Electrical Contact |
| 3. Stuck by | 9. Fumes, Dust, Gas |
| 4. Caught In, Under or Between | 10. Motor Vehicle |
| 5. Overexertion - push, pull, lift,
lower, carry, hold | 11. Illness, Rash |
| 6. Cummulative Trauma, i.e. noise,
repetative motion, vibration | 12. Other (describe) |

Incident Cause Analysis

MANAGEMENT, ENVIRONMENTAL AND PROCEDURAL

WORKER

1. **INADEQUATE SAFEGUARDS**

Lack of handling of safety devices, unsafe design; unguarded machinery.

2. **IMPROPER OR DEFECTIVE EQUIPMENT**

Poorly maintained equipment; worn, cracked broken, rough, slippery agencies.

3. **HAZARDS OF LOCATION**

Poorly layout; congestion; insufficient space for storage; poor lighting; uneven surface; slippery.

4. **POOR HOUSEKEEPING**

Improper piling or placing; clutter, spillage or breakage.

5. **PROCEDURAL PROBLEMS**

Poor procedures in place or commonly used, not established procedures.

1. **BODILY CONDITIONS**

Emotional upset; fatigue, intoxication, illness. poor eyesight, lack of strength, coordination, etc.

2. **LACK OF SKILL OR KNOWLEDGE**

Improperly trained, inexperienced, uniformed, unaware, etc.

3. **ADDEQUATE SKILL OR KNOWLEDGE
BUT FAILURE IN EXECUTION**

Chance taking; unauthorized or unnecessary use of equipment or tools; failure to use of deliberately making safety or control devices ineffective; horseplay.

4. **IMPROPER APPAREL**

Rundown shoes; lack of personal protective equipment; loose sleeves; torn clothing.

CORRECTIVE ACTIONS

- BEST - Make physical changes, substitute different equipment, modify the existing environment or safeguard machines.
- 2nd - Change operating/production procedures that were a cause.
- 3rd - Re-Train all employees who will do the same job as the injured employee.
- 4th - Re-Train only the injured employee as to the safe/correct way to do the job.
- 5th - Provide general cautioning to all department employees.
- 6th - Provide general cautioning to only the injured employee.
- WORST - Nothing.