Accident Investigation Report Companion

What is an Accident Investigation Report?
An Accident Investigation Report is a form used by companies to determine and record the causes of an illness, injuries, and damages.

What is an Accident Investigation Report used for?
An Accident Investigation Report is used as a tool to assist employers and workers into understanding the underlying factors that contribute to workplace accidents. It also provides prompts for employers to formulate action plans to control the substandard actions or conditions that caused the event.

Why do I need an Accident Investigation Report?
An Accident Investigation Report is essential for employers to record information concerning accidents or incidents in the workplace. It is a valuable tool to identify the basic and immediate causes of an event resulting in illness, injury or damage, and then create a plan to eliminate potential future harm.

How do I complete an Accident Investigation Report?
1.   Once an accident/incident has occurred, immediately begin the Accident Investigation Report.
2.   Follow the prompts to complete the form.
3.   Provide a clear description of the event by interviewing the injured employee and/or any witnesses
4.   Determine and record the underlying causes of the event.
5.   Establish an action plan to control the identified causes of illness, injury, or damage.

How do I use an Accident Investigation Report?
Once an accident/incident has been recorded, you should:
•   Complete an Accident Investigation Report
•   Use the completed report as a guide to correct all identified causes of illness, injury, or damage
•   Communicate the corrective action to all workers as soon as possible
•   Update necessary documentation (policies, JSAs, safe working procedures, etc.) to reflect the corrective action