Incident / Accident Investigation Report

Link Electric 3817 Fitzgerald Road Louisville, Kentucky 40216 Phone: (502) 778-1155	Check all that apply; ☐ Near Miss ☐ Actual ☐ People ☐ Property ☐ Process

1. Full Name: (First, Middle, Last)	2. Occupation / Job Title	3. Date / Time of Accident:
4. Supervisor Name:		5. Date / Time Company Notified:
6. Who was Notified (Name):		7. Fatality? ☐ Yes ☐ No

8. Where was medical treatment given?	

9. Was employee treated in an emergency room? ☐ Yes ☐ No 10. Was employee hospitalized overnight? ☐ Yes ☐ No

11. Name of Witnesses

12. What was the employee doing just before the incident occurred? (Describe the activity, tools, equipment, etc.).

13. What happened? (Explain how the injury occurred).

14. What was the injury or illness? (Describe type of injury and the injured part of the body).

15. What object or substance directly harmed the employee? (Leave blank if not applicable).

16. OSHA Recordable?	☐ Yes ☐ No	**Why?**

17. Obtain written statement from injured employee:	☐ Yes ☐ No

Completed by; (Signature)	Title:	Date:

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Lack of Control	Root Cause	Immediate Cause	Accident	Loss
		Circle all that apply		
Inadequate Program Inadequate Standards Inadequate Compliance	Personal Factors Job Factors	Unsafe Acts Unsafe Conditions	Contact with Energy or substance	People Property Process
		Circle all that apply		
Failures in Leadership Management Training Employee Training Planned Inspections Emergency Planning Rules PPE Job Task Analysis Safe Job Procedures Accident investigations Personal Communication	**Failures in Personal Factors** Lack of Knowledge Lack of Skill Motivation Physical Mental Stress **Job Factors** Inadequate supervision Inadequate engineering Inadequate maintenance Work standard Tools & Equipment	**Unsafe Act** Operating w/o authority Removing safety devices Using defective equip Improper lifting Improper loading Under the influence Horseplay **Unsafe Conditions** Inadequate guards Inadequate PPE Poor housekeeping Fire or explosion Defective tools or equip.	Struck by Struck against Fall on same level Fall to lower level Caught in Caught on Caught between Contact with heat Contact with chemical Contact with electricity Overexertion	Injured worker's time Co-worker's time Supervisor's time Manager's time Medical costs Production losses Property losses Quality losses Legal costs Penalties / citations
Corrective Action	**Corrective Action**	**Corrective Action**		