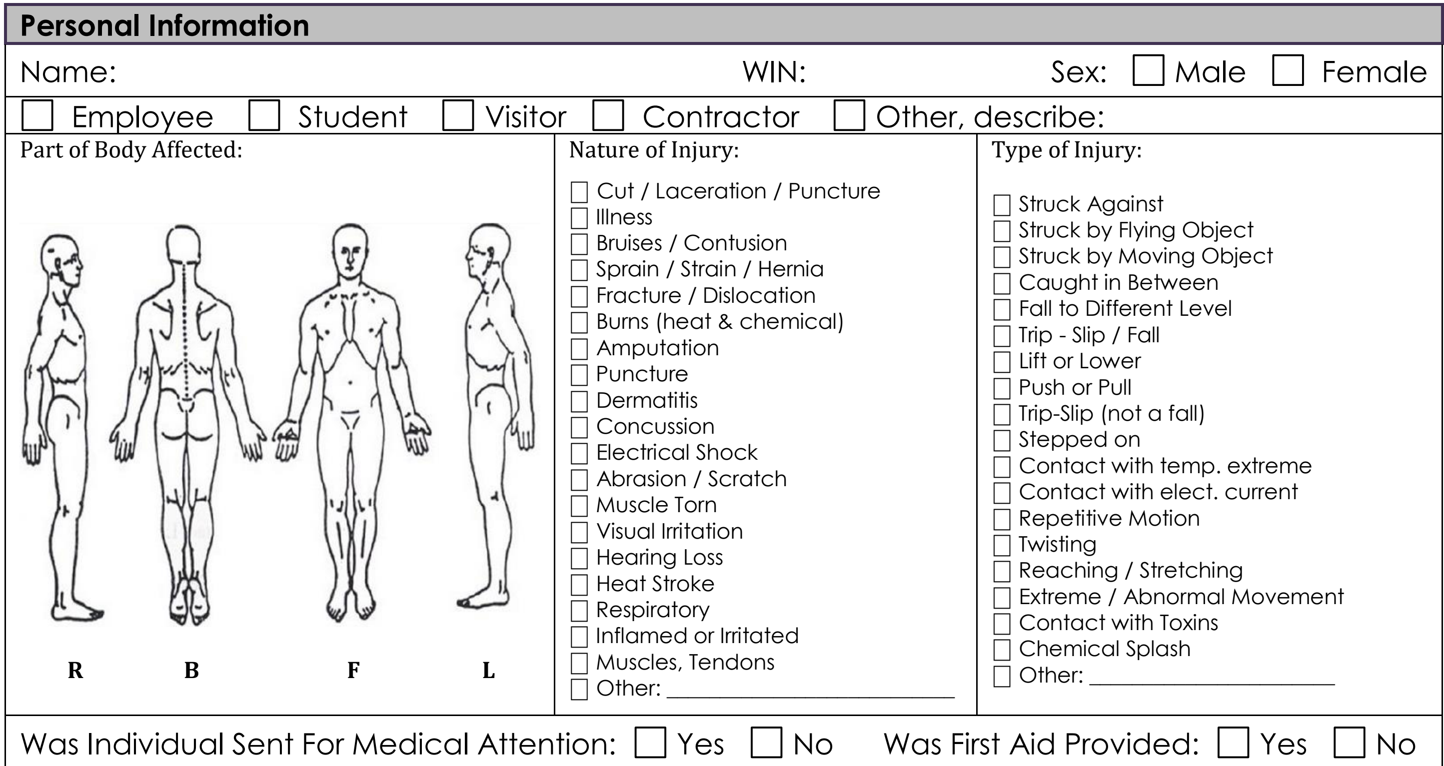
Wilkes University

Accident/Incident Investigation Report

Workplace Safety Committee



Personal Information

Name: WIN: Sex: ☐ Male ☐ Female

☐ Employee ☐ Student ☐ Visitor ☐ Contractor ☐ Other, describe:

Part of Body Affected:	Nature of Injury:	Type of Injury:
R B F L	☐ Cut / Laceration / Puncture ☐ Illness ☐ Bruises / Contusion ☐ Sprain / Strain / Hernia ☐ Fracture / Dislocation ☐ Burns (heat & chemical) ☐ Amputation ☐ Puncture ☐ Dermatitis ☐ Concussion ☐ Electrical Shock ☐ Abrasion / Scratch ☐ Muscle Torn ☐ Visual Irritation ☐ Hearing Loss ☐ Heat Stroke ☐ Respiratory ☐ Inflamed or Irritated ☐ Muscles, Tendons ☐ Other: ____________	☐ Struck Against ☐ Struck by Flying Object ☐ Struck by Moving Object ☐ Caught in Between ☐ Fall to Different Level ☐ Trip - Slip / Fall ☐ Lift or Lower ☐ Push or Pull ☐ Trip-Slip (not a fall) ☐ Stepped on ☐ Contact with temp. extreme ☐ Contact with elect. current ☐ Repetitive Motion ☐ Twisting ☐ Reaching / Stretching ☐ Extreme / Abnormal Movement ☐ Contact with Toxins ☐ Chemical Splash ☐ Other: ____________

Was Individual Sent For Medical Attention: ☐ Yes ☐ No Was First Aid Provided: ☐ Yes ☐ No

Incident

Exact Location of the Incident:

Date: Time:

Witness(es):

Witness Statements Attached: ☐ Yes ☐ No Photographs Attached: ☐ Yes ☐ No

Claim Information Attached: ☐ Yes ☐ No

What Personal Protective Equipment was being used:

Describe the incident:

Report

Preparer's Name: Department: Date:

Distribution List: ☐ EHS Committee ☐ HR ☐ Campus Police ☐ Facilities

☐ Department/Supervisor ☐ Other: ____________

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Investigations should be completed by the area supervisor, HR, EHS or University Police. Remember that the purpose of this investigation is not to find fault or assess blame. It is to pinpoint the cause of the accident / incident and take appropriate action to prevent recurrence and reduce injuries.

Factors:
Activities – *List the specific actions or activities that may have contributed to incident and why:*
Factors – *Identify PPE (personal protective equipment) used, apparel worn, training, job knowledge/planning, preoccupation or any physical factors involved and why:*
Practices – *List any accepted and/or unapproved or unsafe practices that were being performed and why:*
Tools, Equipment, & Machinery – *List all equipment that was involved including the condition and appropriateness of use and why:*
Environment – *Identify the environmental factors including weather conditions, housekeeping, working / walking surfaces, lighting, etc. that may have contributed to the incident and why:*

Corrective Actions:		
Action:	Target Completion Date:	Responsible Person:

Report		
Investigator's Name:	Department:	Date:
Distribution List: ☐ EHS Committee ☐ HR ☐ Campus Police ☐ Facilities ☐ Department/Supervisor ☐ Other: ____________		