



Josh Wellington / 7 Dec 2018 / Jon Dwayne


Accident Investigation Report Template

Complete




Failed items	Created actions
0	0
Department Warehouse	
Full Name of Employee Josh Wellington	
Age 30	
Conducted on (Date and Time) 📅 7th Dec, 2018 ⌚ 1:36 PM +08	
Full Name of Supervisor Jon Dwayne	

Audit

General Information

Capture photo of Identification	
- Photos	
	
Photo 1	
Date and time of the incident	
📅 7th Dec, 2018 ⌚ 1:00 PM +08	
Location of the incident	
Storage area - Bay 4	
Are there other people involved?	No

Accident Report

What are the details of the accident?	
Josh used a ladder to reach a box of shampoo in the storage area. He extended his arms to reach the box then the ladder suddenly collapsed.	
Capture photo evidence	
- Photos	
	
Photo 2	Photo 3
Why did the incident happen?	Poorly maintained tools or equipment
- Photos	
	
Photo 4	

Incurred injuries Minor head injury	
Did the employee leave work?	No
– Notes Josh recovered easily after the fall	
What are the consequences of the accident?	Medical expenses
– Notes Josh needs to follow up with a doctor to ensure he is fit to work again.	

Witness/es


Are there any witness/es?	Yes
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Witness/es? Click "Add"

Witness 1

Full Name Jo Well
Phone Number 042-145165
Statement He saw that the ladder collapsed and a box of shampoo hit Josh's head.

Completion

Recommendations to avoid accident recurrence Check all equipment before using it. If the employee noticed any damages report it immediately to facilities department. Do not use any damaged equipment.	
Supervisor Full Name and Signature	
	<p>Jon Dwayne 7th Dec, 2018 4:02 PM +08</p>

Photos

4 Photos



Photo 1



Photo 2



Photo 3



Photo 4