



Accident Investigation Report Template

Josh Wellington / 7 Dec 2018 / Jon Dwayne

Complete

Score	0%	Flagged items	0	Actions	0
Department	Warehouse				
Full Name of Employee	Josh Wellington				
Age	30				
Conducted on (Date and Time)	7 Dec 2018 13:36 PST				
Full Name of Supervisor	Jon Dwayne				

Audit

General Information

Capture photo of Identification



Photo 1

Date and time of the incident

7 Dec 2018 13:00 PST

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



Photo 2



Photo 3

Why did the incident happen?

Poorly maintained tools or equipment



Photo 4

Incurred injuries

Minor head injury

Did the employee leave work?

No

Josh recovered easily after the fall

What are the consequences of the accident?

Medical expenses

Josh needs to follow up with a doctor to ensure he is fit to work again.

Witness/es

Are there any witness/es?

Yes

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



Jon Dwayne
7 Dec 2018 16:02 PST

Appendix



Photo 1



Photo 2



Photo 3



Photo 4