



Supervisor's Accident Investigation Report

Complete within 24 hours. The goal is not blame — it is finding the root cause and preventing the next injury.

BASICS

EMPLOYEE

DATE / TIME OF INCIDENT

INVESTIGATED BY

DATE OF INVESTIGATION

LOCATION / DEPARTMENT

TASK BEING PERFORMED

SEQUENCE OF EVENTS

WHAT HAPPENED, STEP BY STEP, LEADING UP TO THE INJURY

ROOT CAUSE & CONTRIBUTING FACTORS

- ☐ Unsafe act / procedure not followed
- ☐ Unsafe condition (equipment, housekeeping, environment)
- ☐ Missing / unused PPE
- ☐ Inadequate training or instruction
- ☐ Equipment failure or maintenance issue
- ☐ Other: _____



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Page 2 of 2 — verification, red flags, and corrective action.

VERIFICATION CHECKLIST

- ☐ Incident was reported promptly (same day)
- ☐ Incident was witnessed
- ☐ Employee was authorized to be in that area / performing that task
- ☐ Employee's account matches the physical scene
- ☐ Scene photographed and evidence preserved
- ☐ Any inconsistencies or red flags noted (explain below)

NOTES / RED FLAGS

CORRECTIVE ACTION

WHAT WILL BE DONE TO PREVENT RECURRENCE, AND BY WHEN

ACTION OWNER

TARGET DATE

Supervisor signature / date

Reviewed by / date
