

Employees Name: _____

Date: _____

Q1. The primary reason for conducting an accident investigation is to _____ a repeat of the accident from occurring.

Q2. List two other reasons why investigate accidents: _____

Q3. An accident is defined as: _____

Q4. Often times an incident is referred to as a _____ or _____.

The Process

1. Gather information

Q5. It is important to gather _____ and interview _____ as soon as possible after an accident to ensure the most _____ information is being recorded.

Q6. Two things begin disappearing immediately after an accident. They are _____ and _____.

2. Analyzing the Facts

Q7. Once the information regarding the events of the accident have been gathered, it is time to organize it into a usable form. All the information should be broken down into basic categories. A _____ of events should be developed based on these categories.

3. An Accident Investigation Report will be written

Q8. What are the 5 sections of a good written report?

1. _____

2. _____

3. _____

4. _____

5. _____

Taking Corrective Action

Q9. The owner, supervisor, and/or safety committee will review each accident investigation and _____ corrective _____ to prevent a repeat of that accident.

Follow-up

Q10. The _____ will conduct a follow up evaluation of the corrective action to ensure that the causes for the accident have been properly addressed.