



# TRIDENT

PUBLIC RISK SOLUTIONS  
MEMBER OF PARAGON INSURANCE HOLDINGS, LLC

## Sample Supervisor's Accident Investigation Report

Accident investigations are critical to determining the root cause of an injury in order to help prevent similar injuries in the future. Investigations should not be fault finding but fact finding. Use this sample report to document the findings of an investigation for any work related injury, illness, or near miss. Supervisors should fill out the investigation report as soon as possible after an accident or incident.

Check One

Date of injury:	Time of injury:	Date notified:	Injury	Illness	Near miss
Supervisor Name/Title:		Injured Employee Name/Title:			
Address/Location of Injury:					
What part of the body was injured? Describe:					
What was the nature of the injury? Describe:					
Describe how the accident occurred. Be as detailed as possible including what the employee was doing prior to the incident, what tools were being used, personal protective equipment being used, etc:					
What was the cause of the injury?					
What is the recommended preventive action to prevent future reoccurrence?					
Who will be assigned this corrective action?			Complete by date?		
Other comments:					

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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