**WASHINGTON COLLEGE**

Accident/Injury Investigation Report

**Incident Facts (complete the 5 sections below):**

1. Name of individual(s) involved:
2. Date and time of incident:
3. Describe in detail what occurred:
4. Describe in detail how the incident occurred:
5. Describe in detail why the incident occurred:

Some examples of questions you may need to ask:

Was the area congested, and if so why?

Was the method being used to complete this task the best method available?

Was the employee/student/visitor performing the task correctly?

What was the lighting situation?

Has there been adequate training for the task?

Was the employee/student/visitor using proper lifting techniques?

What type of footwear was the person wearing? Glasses / contacts?

Has there been a hazard assessment completed for the area or job task?

Was the incident / injury reported promptly and if not why?

What was the condition of the tools or equipment that was being used?

What were the weather or conditions? What were the surface conditions?

Was this an “on duty” accident/injury?

Did the employee/student/visitor have training on how to report an item in need of repair or for reporting work/studying/living place hazards?

Did something in need of repair contribute to the incident / injury?