

## **SUPERVISOR'S ACCIDENT/INCIDENT INVESTIGATION REPORT**

This report shall be completed in accordance with CCSD Regulations and OSHA requirements.

### **ANALYSIS & PREVENTION EXAMPLES**

**(Note: These Are Only Examples)**

#### **ACTIONS:**

Some examples of possible contributing **actions**:

- Failed to use proper equipment • No protective equipment
- Used defective equipment • Safety Standard deviation
- Used equipment unsafely • Used wrong tool/equipment

#### **CONDITIONS:**

Some possible examples of contributing **conditions**:

- Poor housekeeping • Unexpected student actions
- Defective equipment • Unsafe attire
- Proper equipment unavailable • Fall hazards

#### **REASONS:**

Some possible examples of **reasons** action and condition hazards were present:

- Unaware of hazard • Safety inspection failure
- Low level job skill • Wear, deterioration, abuse
- Rule infractions • Faulty design/construction

#### **PREVENTION:**

Some possible examples of **preventative actions** to be taken:

- Instruct/reinstruct employees • Improve design/procedure
- Publish written guideline/standard • Discipline employee
- Repair/replace equipment • Obtain safer material/equipment

### **SEVERITY AND RECURRENCE POTENTIAL GUIDELINE:**

#### **LOSS SEVERITY POTENTIAL PROBABLE RECURRENCE RATE**

**MAJOR:** Future occurrences could result in property losses greater than \$25,000 or injuries resulting in 10 days or more away from work.

**SERIOUS:** Future occurrences could result in property losses between \$1,000 and \$25,000 or injuries resulting in restricted duty or up to 10 days off duty.

**MINOR:** Future occurrences could result in property losses up to \$1,000 or First Aid treatment injuries only.

**FREQUENT** Similar accidents/incidents likely to occur one or more times per month.

**OCCASIONAL:** Similar accidents/incidents likely to occur 1 to 12 times per year.

**RARE:** Similar accidents/incidents unlikely to occur in future or likely to occur less than once per year.  
injuries only.