

CLARK COUNTY SCHOOL DISTRICT SUPERVISOR'S ACCIDENT/INCIDENT INVESTIGATION REPORT

Location Code:	Date of Occurrence	Time	AM PM	Site or School Name	Date Reported
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For near miss incidents, proceed to incident description below double line. For vehicle related accidents, Form CCF-102 shall also be completed and submitted to Risk Management within 24 hours. For on the job injury or occupational disease, the state required C-1 form must be completed.

INJURY/ILLNESS		Witnesses (Name & Title)
Injured's Name	Age	
Job Title	Department	Property and Vehicle Damage
Body Part Injured	Type of Injury	Description of Property or Vehicle Damage
Object/Equip./Substance Inflicting Injury		Type of Damage

Describe clearly where (classroom #, kitchen, playground, etc.) and how the accident/incident occurred:

Is there a published CCSD Safety Standard or Directive on the injuring work activity? Yes No Unknown
 If yes, was it complied with? Yes No

What acts, failures to act and/or conditions contributed most directly to this accident/incident? (see back of third copy for examples)

What are the specific reasons for the existence of these failures, acts and/or conditions? (see back of third copy for examples)

Loss Severity Potential (see back of third copy) Major Serious Minor
 Probable Recurrence Rate (see back of third copy) Frequent Occasional Rare

What action has or will be taken to prevent recurrence? Place X by actions already completed. Please be specific. (see back of third copy for examples)

Investigating Supervisor/Title	Date	Reviewed by/Title	Date
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ANALYSIS & PREVENTION EXAMPLES

(Note: These Are Only Examples)

ACTIONS:

Some examples of possible contributing **actions**:

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

CONDITIONS:

Some possible examples of contributing **conditions**:

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

REASONS:

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

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

PREVENTION:

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

- Instruct/reinstruct employees
- Publish written guideline/standard
- Repair/replace equipment
- Improve design/procedure
- Discipline employee
- 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.

FREQUENT

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

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.

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

MINOR

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

RARE

Similar accidents/incidents unlikely to occur in future or likely to occur less than once per year.