

Beverly Hills Unified School District
Administrative Office - Phone 310-551-5100 ext. 2248, Fax (310) 551-5105

Supervisor's Accident Investigation Report

Work Site/BHUSD Location _____

Injured Employee's Full Name _____ Regular Job Assignment/Classification _____

Date and Time of Accident _____ Location of Accident (area/department) _____
 _____ AM |
 _____ PM |

Equipment involved?/Evidence saved? Photographs? Yes No (please attach)

Accident Reported To _____ | First Aid? Yes No
 _____ | Employee sent to Clinic? Yes No
 _____ | Hospital/911 Call? _____

Witnesses? (names, work locations, phone #'s, etc.) _____

Supervisor's description of accident/injury (Please attach additional pages, if needed) _____

Cause of Accident/Injury _____

Identify contributing factors from the list below

§ Working Conditions	§ Equipment/Machinery	§ Physical/Mental Condition
Poor Housekeeping	Faulty Tools	Fatigued
Poor Ventilation	Faulty Machinery	Sluggish
Poor Lighting	Lack of Maintenance	Weak
Temperature: <input type="checkbox"/> Hot <input type="checkbox"/> Cold	Improper Guarding	Sick
§ Building/Plant Conditions	Guards Removed	Personal Problems
Fire Protection Inadequate	Guards Missing	Drunk/Drug Use
Exits Unmarked	Guards Tampered With	§ Attitude/Discipline
Exits Blocked	§ Dress/Safety Equipment	Disobeyed Rules
Unguarded Door Opening	Protective Wear Not Used	Attention Distracted
§ Employee's Condition	Protective Wear Not Available	Inattentive
Inexperienced/Unskilled	Safety Equipment not available	Fooled/Horseplay
Insufficient Training/Instruction	Clothing loose or too long	Attempted Shortcuts
Instructions Disregarded	Failure to Wear Safety Shoes	Was Hasty
Instructions not enforced	Faulty Shoes/High Heels	Did not follow safe procedure
Used Poor Judgment		

Could this accident have been prevented? Explain _____

Action needed to prevent recurrence _____

Did Employee return to work? Yes No

Date of Report _____ | Supervisor's Signature _____ | Prepared by _____

First aid only required, no WC injury Medical Treatment/Lost time, WC reported injury