

**GEORGIA INSTITUTE OF TECHNOLOGY
ENVIRONMENTAL HEALTH AND SAFETY**

SUPERVISORS ACCIDENT INVESTIGATION

Location where accident occurred	Employer's Premises Y <input type="checkbox"/> N <input type="checkbox"/>	Date of accident or illness
	Job Site Y <input type="checkbox"/> N <input type="checkbox"/>	
Who was injured?	Supervisor's Phone Number	Time of Accident
Date Employed	Job Title	Department
Property/Equipment Damaged		
What was the employee doing when the injury/illness occurred? What machine or tool was being used? What type of operation?		
How did the injury/illness occur? List all objects and substances involved.		
Part of body affected/injured?	Any prior physical conditions? If so, what?	
Nature and extent of injury/illnesses and property damaged (be specific)		

PLEASE INDICATE ALL OF THE FOLLOWING WHICH CONTRIBUTED TO THE INJURY/ILLNESSES:

- | | | |
|----------------------------|-------------------------------------|-------------------------------------|
| Failure to Lockout _____ | Improper maintenance _____ | Poor housekeeping _____ |
| Failure to Secure _____ | Improper protective equipment _____ | Poor ventilation _____ |
| Horseplay _____ | Inoperative safety device _____ | Unsafe arrangement or process _____ |
| Improper dress _____ | Lack of training or skill _____ | Unsafe equipment _____ |
| Improper guarding _____ | Operating without authority _____ | Unsafe position _____ |
| Improper Instruction _____ | Physical or mental impairment _____ | Other _____ |
| | | _____ |

Supervisor's corrective action to ensure this type of accident does not recur:

- Was the employee trained in the appropriate use of Personal Protective Equipment/Proper safety procedures? _____
- Was the employee cautioned for failure to use Personal Protective Equipment/Proper safety procedures? _____
- Did the employee promptly report the injury/illness? _____
- Is there modified duty available? _____

Supervisor's Name:

Signature:

Date:

Send copy of completed form to EHS General Safety Office via mail, fax or email:
 ATTN: EHS General Safety Office: Mail Code: 0465
 Fax: (404) 894-5042
 Email: generalsafety@ehs.gatech.edu