Appendix Three

Accident Investigation Form and Guidelines

ACCIDENT INVESTIGATION BEST PRACTICES

I. Fact-Finding
1. Emphasis is placed on gathering facts; not to place blame.
2. Inspect the accident site before any changes occur.
3. Preserve essential and critical evidence.
4. Take photographs and/or make sketches of the accident scene.
5. Interview the injured employee and witnesses as soon as possible after an accident. Record pre-accident conditions, the accident sequence, and post-accident conditions.
6. Document the location of injured employee, witnesses, machinery, equipment, energy sources, and hazardous materials.
7. Ask who, what, when, where, why, and how during interviews.
8. Re-interview injured employee and witnesses to resolve conflicting accounts of the accident.
9. Remain completely objective during interviews and in documentation – no opinions, just the facts.
10. Keep complete and accurate notes.

II. Interviews
1. Get preliminary statements from victims and witnesses as soon as possible.
2. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
3. Let each witness speak freely and take notes without distracting the witness.
4. Record the exact words used by the witness to describe each observation.
5. Be sure that the witness understands each question.
6. Identify the witness completely (name, occupation, years of experience, phone number).
7. Supply each witness with a copy of his or her statement (signed statements are desirable).

III. Accident Reconstruction
1. Develop a sequence of events from the information obtained from the victims and witnesses.
2. Identify hazardous conditions present during the accident.
3. Identify unsafe work practices present during the accident.
4. Identify system issues that caused or contributed to the accident.
5. Determine root causes of the accident by Fault Tree Analysis, Job Safety Analysis, or other methods.

**IV. Investigation Reporting**

1. Provide complete, thorough information about the accident (the *who, what, when, and where* data).
2. Describe the accident. Document the sequence of events of the accident. Identify the extent of damage to the employee and/or property.
3. Identify hazardous conditions and/or unsafe work practices for each event of the accident.
4. Identify the root cause of each hazardous condition or unsafe work practice.
5. Provide short-term and long-term corrective actions that prevent or eliminate the identified hazardous conditions, unsafe work practices, and root causes.
6. Describe the corrective actions recommended, the persons who are accountable for each corrective action, and the approximate time frame for correction.

**V. Corrective Actions**

1. Recommend immediate corrective actions to eliminate or reduce hazardous conditions and/or unsafe work practices.
2. Recommend long-term corrective actions that correct policies, programs, plans, processes, and/or procedures.
3. Recommend engineering controls, administrative controls, and/or personal protective equipment.
4. Develop an action plan for each corrective action; ensure that completed investigation, including corrective actions are reviewed and approved by appropriate Safety Committee members. Corrective actions to be entered into AI or other action item tracking tool for documentation to closure.
5. Monitor implementation of the action plan to ensure appropriate corrective action is taken.
6. Ensure case is closed when all corrective actions have been completed.
**A. Employee Data**

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<th>Case # :</th>
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<table>
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<tr>
<th>Date of Incident:</th>
<th>Time: A.M  P.M.</th>
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Cisco Location

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<th>Building:</th>
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Employee Name:

Cisco ID #:

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<th>Working Title:</th>
<th>Dept.</th>
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Employee Contact #:

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<th>Hm.</th>
<th>Wk.</th>
<th>Other</th>
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Supervisor Contact:

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HR Referral

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<th>Date Referred:</th>
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**B. Incident Description**

*Obtain written statements from injured employee, witnesses and/or Manager. What happened? What caused the accident? What were the contributing factors? Reconstruct the sequence of events that led to the injury. Attach additional sheets if necessary. This document becomes a legal accounting of the facts surrounding the incident/accident. When documenting the facts, include answers to the following questions:*

1. Where did the incident happen? Provide a full description of the surroundings of the location.
2. What was happening at the time of the incident? What were the events leading up to the incident?
3. What exactly caused the physical injury? What were the mechanics involved? Or, if a physical injury was avoided, what could have happened to cause an injury?
4. Describe any injury incurred by the employee, what body part/s and what kind/s of injury/ies. If there are no injuries, so state.
5. Did/will the employee take time off work as a result of the injury? If yes, please refer the employee to Cisco’s Worker’s Compensation Administrator.*
### C. Incident Findings

After review of all facts, what was the hazardous condition, unsafe work practice or other root cause of the incident/injury?

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<tr>
<th>Investigator</th>
<th>Date</th>
<th>Time</th>
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### D. Corrective Action

What is recommended/required to prevent this type of incident/accident from occurring again? Who is the corrective action assigned to? When is it due?

Actions taken to ensure recommendations are completed:

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<tr>
<th>Signature of Investigator</th>
<th>Date</th>
<th>Time</th>
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**Internal Distribution:**

Original:

Copies: Human Resources, Worker’s Comp. TPA

Employee’s Supervisor

Manager of Department or Section

**Maintain one copy in any retrievable format in the site file for a minimum of 3 years, or in the case of an occupational illness or injury, for 30 years.**