

Warren Wilson College Accident/Near Miss Investigation Form

Circle One	Personal Injury Accident Incident	Motor Vehicle Accident (fill out back) Near Miss
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I. Who (Background Information)

Name		D.O.B.	
Department	Job Title/Date of Hire		
Campus Address/CPO		Phone/Ext.	
Supervisor		Phone/Ext.	

II. Witnesses (if any) (attach eye witness description of event)

Name	Address & Phone/Ext.

III. When

Date of accident:	Day of Week
Time of accident:	Time reported to supervisor:
a.m. or p.m.	Reported to Safety & Training Office?

IV. Where did the accident/injury occur? (on/off campus/description/address of location)

V. What happened? Describe fully how accident occurred (attach photos or drawings, use separate page)

VI. Injury or Damage (describe type of injury or damage to vehicle/property)

Where was injured taken for treatment?

VII. Corrective Actions (In your opinion, what are reasonable actions or steps that could be taken to eliminate or reduce the likelihood of a recurrence. Attach separate page if necessary.)

Immediate Supervisor

Date

Next In-Line Supervisor

Date

OST Coordinator Signature

Date

Information for WPO

Has injured returned to work?

At same occupation and Wage?

Follow-up care needed?

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Motor Vehicle Accident Information

Vehicle #1

Year _____ Make _____ License Number _____

Vehicle Identification number _____

Insurance Company _____ Policy Number _____

Owners Full Name _____

Owners Full Address _____

Driver (exactly as on D/L) _____

Driver License Number _____ State _____

Passenger(s) _____

VEHICLE #2

Year _____ Make _____ License Number _____

Vehicle Identification number _____

Insurance Company _____ Policy Number _____

Owners Full Name _____

Owners Full Address _____

Driver (exactly as on D/L) _____

Driver License Number _____ State _____

Passenger(s) _____

Diagram



Instructions for Completing this Form

Accident/Near Miss Investigation Policy/Procedure

All accidents that result in personal injury must be investigated and reported immediately by the Supervisor, during normal business hours, please contact the Occupational Safety and Training office at X 3017, after hours contact Public Safety at 230-4592.

Responsibility

Faculty, Staff or Student

1. Immediately report to your supervisor any accident/incident involving personal injury or property damage.
2. Make sure you get the appropriate medical attention or first aid. If the nature of the emergency makes this impossible, the foreman or supervisor must be notified immediately following treatment.
3. Give you supervisor all possible information regarding the cause of the accident including the name(s) of anyone who may of witnessed the accident/incident.

Supervisor

1. The supervisor must conduct an immediate and complete investigation of all personal injury accidents with all persons concerned. Including filling out the accident reporting forms and making sure witnesses have completed their statements. It is recommended that each supervisor keep copies of these forms at hand and get any additional copies from the Safety Coordinator.
2. If the accident occurs in an area where responsibility is not fixed, then the supervisor whose equipment or property is damaged will conduct the investigation. If more than one crew is involved, all supervisors will cooperate in the investigation
3. Notify the Safety Coordinator immediately in cases of serious or major property damage so that they may assist in the investigation of all property damage accidents with all persons concerned.

Background Information Person involved:

This form must be used only for accidents/near misses involving Warren Wilson faculty, students, or staff. Accidents involving outside contractors or campus visitors must be reported to Campus Safety immediately.

II. Witnesses: Self-explanatory

III. When: Self-explanatory

IV. Where: The accident occurred, on campus, off campus exact address.

Instructions for Completing this Form

V. Description of Accident: Most accidents result from an accumulation of events. An accurate, factual description of the accident and the events leading up to it can be very helpful. This chronological sequence can be studied to determine how each event may have contributed to the accident. Include photos, diagrams or drawings of the accident site, if these will be useful to the investigation.

VI. Injury or Damage: Fully describe the injury such as which part of the body was injured, what type of injury occurred, i.e. cut, burn, pinch, bite etc. For motor vehicle accidents describe location and type of damage to the vehicle.

VII. Corrective Actions: List actions or steps that could be taken to control or eliminate the likelihood of a recurrence. Include not only those that can be accomplished right away (e.g., providing personal protective equipment, installing a machine guard), but also actions such as changes in policy or providing additional training.

Definitions

For the purposes of accident reporting, the following definitions apply;

AN ACCIDENT is an unplanned, uncontrolled event, which has resulted in a member of staff, a student, faculty member, or a visitor being harmed in some way. No matter how trivial or minor the injury, **ALL** accidents must be reported.

AN INCIDENT is an unplanned, uncontrolled, undesired event, which has resulted in damage to College property and has hindered completion of a task and may cause injury or other damage rather than injuring a person. For example, a shelf has collapsed breaking the items stored on it, no one was hurt but the incident prompted the member of staff responsible for the area to review safe storage of materials. (Security has a separate incident report form which they use to report other types of incidents, which they deal with, including criminal activities).

A NEAR-MISS is an unplanned, uncontrolled event which, under different circumstances, could have been an accident (i.e. hurt someone), or incident (i.e. damaged property) but did not in this case.

AN INJURY is the harm a person suffers as a result of an accident.

A DISEASE is an illness or development of symptoms caused by exposure at work to a particular agent/activity.

A DANGEROUS OCCURRENCE is a very serious type of 'near-miss'. e.g. scaffold collapse, explosion etc.