

**UNIVERSITY OF SOUTH CAROLINA INCIDENT / ACCIDENT REPORT FORM**

**1. Employee Information**

<i>Employee Name</i>	<i>Department</i>	<i>Job Title</i>	<i>Supervisor</i>

**2. Related Specific Information**

<i>Type (Check box)</i>	<i>Date</i>	<i>Time</i>	<i>Location / Work Area</i>	<i>Shift</i>
Near Miss				
First Aid				
Medical Treatment				
Fatality				
Other				

**3. Visible Surface Cause – What caused the incident / accident to occur?**

**4. Root Cause Analysis (check all that apply)**

<i>Unsafe Acts</i>		<i>Unsafe Conditions</i>		<i>System Deficiency(ies)</i>	
<input type="checkbox"/>	Improper work technique	<input type="checkbox"/>	Poor workstation design or layout	<input type="checkbox"/>	Lack of written procedures
<input type="checkbox"/>	Safety policy violation	<input type="checkbox"/>	Congested work area	<input type="checkbox"/>	Safety policies not enforced
<input type="checkbox"/>	Improper PPE / PPE not used	<input type="checkbox"/>	Hazardous substances	<input type="checkbox"/>	Hazards not identified
<input type="checkbox"/>	Operating without permit	<input type="checkbox"/>	Fire or explosion hazard	<input type="checkbox"/>	PPE unavailable
<input type="checkbox"/>	Failure to warn or secure	<input type="checkbox"/>	Inadequate ventilation	<input type="checkbox"/>	Insufficient worker training
<input type="checkbox"/>	Operating at improper speeds	<input type="checkbox"/>	Improper material storage	<input type="checkbox"/>	Insufficient supervisor training
<input type="checkbox"/>	By-passing safety devices	<input type="checkbox"/>	Improper tool or equipment	<input type="checkbox"/>	Improper maintenance
<input type="checkbox"/>	Guards not used	<input type="checkbox"/>	Insufficient knowledge of job	<input type="checkbox"/>	Inadequate supervision
<input type="checkbox"/>	Improper loading or placement	<input type="checkbox"/>	Slippery conditions	<input type="checkbox"/>	Inadequate job planning
<input type="checkbox"/>	Improper lifting	<input type="checkbox"/>	Poor housekeeping	<input type="checkbox"/>	Inadequate hiring practices
<input type="checkbox"/>	Servicing machinery in motion	<input type="checkbox"/>	Excessive noise	<input type="checkbox"/>	Inadequate workplace inspection
<input type="checkbox"/>	Horseplay	<input type="checkbox"/>	Inadequate guarding of hazards	<input type="checkbox"/>	Inadequate equipment
<input type="checkbox"/>	Drug or alcohol use	<input type="checkbox"/>	Defective tools/equipment	<input type="checkbox"/>	Unsafe design or construction
<input type="checkbox"/>	Unnecessary haste	<input type="checkbox"/>	Insufficient lighting	<input type="checkbox"/>	Unrealistic scheduling
<input type="checkbox"/>	Unsafe act of others	<input type="checkbox"/>	Inadequate fall protection	<input type="checkbox"/>	Poor process design
<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	Other (specify):

**5. Analysis – Why did this occur? (Answer the question of why five times)**

Why -

Why -

Why -

Why -

Why -

**6. Required Corrective / Preventative Actions**

<i>Action Item Detail</i>	<i>Responsible Party</i>	<i>Target Date</i>

**7. Required Concurrences**

<i>Title</i>	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
Investigator / Supervisor			
Department Manager			
Department Safety Manager			
Corrective Action Effectiveness			Effective Date

