



# Accident Investigation Report Template

Josh Wellington / 15 Nov 2022 / Jon Dwayne

Complete

Score	100%	Flagged items	0	Actions	0
Site conducted					Unanswered
Department					Warehouse
Full Name of Employee					Josh Wellington
Age					30
Conducted on (Date and Time)					15.11.2022 14:00 PST
Full Name of Supervisor					Jon Dwayne

## General Information

### Capture photo of Identification



Photo 1

**Date and time of the incident**

15.11.2022 13:30 PST

**Location of the incident**

Storage area - Bay 4

**Are there other people involved?**

No

## Accident Report

### What are the details of the accident?

Josh used a ladder to reach a box of shampoo in the storage area. He extended his arms to reach the box then the ladder suddenly collapsed.

### Capture photo evidence



Photo 2



Photo 3

**Why did the incident happen?**

Poorly maintained tools or equipment



Photo 4

### Incurred injuries

Minor head injury

**Did the employee leave work?**

No

Josh recovered easily after the fall

**What are the consequences of the accident?**

Medical expenses

Josh needs to follow up with a doctor to ensure he is fit to work again.

**Witness/es**

100%

**Phone Number**

042-145165

**Are there any witness/es?**

Yes

Witness/es? Click "Add"

**Witness**

**Witness 1**

**Full Name**

Jo Well

**Statement**

He saw that the ladder collapsed and a box of shampoo hit Josh's head.

**Completion**

**Recommendations to avoid accident recurrence**

Check all equipment before using it. If the employee noticed any damages report it immediately to the facilities department. Do not use any damaged equipment.

**Supervisor Full Name and Signature**



Jon Dwayne  
15.11.2022 17:33 PST

## Appendix



Photo 1



Photo 2



Photo 3



Photo 4