

COUNTY OF SONOMA

Accident/Incident Investigation Report of Occupational Injury or Illness



This report <u>must</u> be completed by the Supervisor and sent to Department Safety Coordinator and Risk Management within **2 working days** of the incident. Follow additional Department procedures.

1. Name of injured employee (last, first)			2. Employee ID #		3.	3. Date of Injury		
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4. How injury/liness occu	rred in detail. Describe seque	ence of e	events. Specify object	or expo	sure wnich directly p	roaucec	a the injury/iliness.	
5. Initial Factors								
☐ Cut/Puncture/Scrape	☐ Fall – from elevation		☐ Repetitive activity					
☐ Struck by/against	☐ Slip/trip/fall – same le		☐ Motor vehicle oper		☐ Chemical exp	osure		
☐ Caught in/under/between ☐ Material handling/lifting ☐ Body fluid exposure ☐ Other								
6. CONTRIBUTING FACTORS - Identify multiple contributing factors involved in the accident or incident								
Equipment / PPE	Environment / Work Area	Policy /	Procedure		nentation	Indiv	idual	
☐ Defect or malfunction	☐ Inadequate layout/space	□ None	e available for task	_	ard not identified, or		ployee fatigue	
☐ Improper for job	□ Poor housekeeping	_	s not address hazards	1	perceived as low risk		t able to perform work	
☐ Improper use	☐ Ergonomic hazards		rific responsibilities		☐ Lack of resources to		fficult to perform task	
☐ Not readily available	☐ Unauthorized entry		clearly assigned	implement safety policy			thout help	
☐ Design/ quality contributed to hazard	☐ Environmental conditions	_	nethod to monitor and implementation	☐ Inadequate training ☐ Poor/inconsistent		_	vare of hazard and ntrols but did not follow	
contributed to nazard	Conditions		consistent with best	implementation of policy			re practice	
		_	tices or regulations		ployee unaware of	□ Otl		
		1	Z .					
	7. CORRECTIVE ACTIONS - Select possible corrective actions for each contributing factor identified							
	ONS - Select possible corrective of				zard od			
Equipment / PPE	Environment	Policy /	/ Procedure	r identifie Implen	d nentation	Indivi		
Equipment / PPE ☐ Develop inspection	Environment ☐ Redesign work area	Policy	/ Procedure elop procedure	r identifie Implen □ Esta	d nentation blish hazard	□ Re	view contributing factors	
Equipment / PPE Develop inspection procedure	Environment ☐ Redesign work area ☐ Implement periodic	Policy / □ Deve	/ Procedure elop procedure ise to control the	r identifie Implen □ Estal asses	d nentation blish hazard ssment and risk	□ Ref	view contributing factors fatigue	
Equipment / PPE □ Develop inspection procedure □ Identify proper	Environment ☐ Redesign work area ☐ Implement periodic safety inspections	Policy / □ Devel □ Revi haza	/ Procedure elop procedure ise to control the rds identified	r identifie Implen □ Estal asses prior	d nentation blish hazard ssment and risk itization system	□ Ref	view contributing factors fatigue view job demands / need	
Equipment / PPE □ Develop inspection procedure □ Identify proper equipment (JSA)	Environment ☐ Redesign work area ☐ Implement periodic safety inspections ☐ Conduct ergonomic	Policy / □ Devo □ Revi haza	/ Procedure elop procedure ise to control the rds identified ise to assign	r identifie Implen □ Estal asses prior □ Revi	d nentation blish hazard ssment and risk ritization system ew resource allocation	□ Reform Reformer	view contributing factors fatigue view job demands / need transitional duty	
Equipment / PPE □ Develop inspection procedure □ Identify proper equipment (JSA) □ Train employees on	Environment ☐ Redesign work area ☐ Implement periodic safety inspections ☐ Conduct ergonomic evaluation	Policy / □ Developed Review R	/ Procedure elop procedure ise to control the rds identified ise to assign onsibilities	r identifie Implen □ Estal asses prior □ Revi for s	d nentation blish hazard ssment and risk ritization system ew resource allocation afety	□ Reform Reform □ Reform □ Ass	view contributing factors fatigue view job demands / need transitional duty sess need for job	
Equipment / PPE □ Develop inspection procedure □ Identify proper equipment (JSA) □ Train employees on proper equipment use	Environment ☐ Redesign work area ☐ Implement periodic safety inspections ☐ Conduct ergonomic evaluation ☐ Develop controls to	Policy / □ Devo □ Revi haza □ Revi respo □ Devo	Procedure elop procedure ise to control the rds identified ise to assign onsibilities elop system to	r identifie Implen □ Estal asses prior □ Revi for s □ Revi	d nentation blish hazard ssment and risk ritization system ew resource allocation afety se training plan to	☐ Reference for ☐ Reference for ☐ Asserted	view contributing factors fatigue view job demands / need transitional duty sess need for job lesign/assistive devices	
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