

SAMPLE SUPERVISOR'S INVESTIGATION REPORT

1. City:	2. Department:
3. Exact Location:	4. Date of Occurrence:
5. Time of Occurrence:	6. Date Reported:
INJURY OR ILLNESS	PROPERTY DAMAGE
7. Injured's Name:	13. Property Damaged:
8. Occupation:	14. Estimated Costs:
9. Part of Body Affected:	15. Actual Costs:
10. Nature of Injury/Illness:	16. Nature of Damage:
11. Object/Equipment/Substance/Inflicting:	17. Object/Equipment/Substance/Inflicting:
12. Person with Most Control of Item 11:	18. Person with Most Control of Item 17:
DESCRIPTION	
19. Describe clearly how the incident occurred:	
ANALYSIS	
20. What acts, failures to act and/or conditions contributed most directly to THIS ACCIDENT?	
21. What are the basic or fundamental reasons for the existence of these acts and/or conditions?	
PREVENTION	
22. What action has or will be taken to prevent recurrence? Number all items in sequence:	
1.	
2.	
23. Investigated by:	Date:
24. Reviewed by:	Date: