

WORKERS' COMPENSATION ACCIDENT INVESTIGATION REPORT

Employee's Name _____ Job Title _____
 Dept. _____ Shift _____ Date of Injury _____
 Time of Injury _____ Injury Reported to _____
 Location of Accident/Injury _____

Describe medical treatment given and who provided (bandage , return to work, sent to clinic, etc.).

What was employee doing when injured or exposed. Describe how/why accident or injury occurred .

Describe injury or illness in detail - indicate the part of the body affected (left/right side, low back).

Other employees involved _____ Witnesses _____

An accident is the result of many causes. In addition, a thorough investigation may reveal other conditions or acts that could have but did not cause this accident. Report each specific condition or act and the necessary corrective action.

Causes (Specific conditions or acts that caused or contributed to the accident)	Recommended corrective action	Check if completed
1. _____	1. _____	<input type="checkbox"/>
2. _____	2. _____	<input type="checkbox"/>
3. _____	3. _____	<input type="checkbox"/>
4. _____	4. _____	<input type="checkbox"/>
5. _____	5. _____	<input type="checkbox"/>

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Continued on back ...



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Accident Investigation (continued)

Any employee who has an occupational injury should report the injury to their supervisor/office immediately. An accident investigation report should be completed immediately with the employee's supervisor if possible.

Accident investigation reports need to be completed for the following reasons:

1. To find the cause of an accident and to take steps to prevent them from happening again.
2. To find facts, NOT FAULT.
3. To notify other employees of the incident and the corrective actions taken.
4. To preserve the rights of the injured under the workers compensation laws, and provide prompt notification for all concerned.

An accident report form will be used to provide an in-house report of the accident. The state accident reporting form will be completed by the office and forwarded to the appropriate organizations that are concerned.