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Sample form for your own use (not for reporting to WorkSafe).

ACCIDENT/INCIDENT REPORT FORM

Record No: _____

Personal details

Name: _____
 Occupation: _____
 Section/Dept: _____ Date of report: / /

Accident/incident details

Date: _____ Time: _____ Date reported: / /
 Location: _____ Witness: _____
 Reported to whom: _____

Full accident/incident details – what happened, or in the case of a near miss, what could have happened

Injury – Nature of Injury

- Contusion/crush
- Laceration/open wound
- Concussion
- Burn
- Superficial injury
- Sprain/strain
- Dislocation
- Foreign body
- Fracture
- Amputation
- Internal injury
- Dermatitis

Location of Injury

- Head/face
- Hand/fingers
- Hip/leg
- Other (state)
- Eye
- Shoulder/arms
- Foot/toes
- Internal organs
- Trunk (other than back)
- Back

Results of accident

Lost time injury Y / N No. of days: _____ days Workers' compensation Y / N
 Treatment received: First aid Doctor Hospital

Damage to equipment/buildings/vehicles etc.

What was damaged? _____
 Extent of damage: _____

Contributing factors

What were the contributing factors (if any)? _____

Corrective actions

Immediate actions _____
 What controls can be put in place to prevent this from happening again? _____

Recommendations for action

Who is to implement these controls/corrective actions? _____
 Date by which action is to be taken / /

Signatures

Officer: _____ HS Rep: _____ Manager: _____
 Director: _____ Investigating officer: _____
 Actions completed: _____ Date: / / Manager: _____

STATEMENT OF WITNESS TO AN INJURY



INJURED PERSON
 Full name: _____
 Employed by: _____
 Workers' Compensation Claim No. _____ (Please quote on all communications)

DETAILS OF WITNESS MAKING THIS STATEMENT
 Name of witness: _____
 Residential Address: _____
 Telephone Number - Home: _____ Work: _____
 Current Employer: _____
 Name and Address: _____
 Name of your foreman/supervisor: _____

ACCIDENT DETAILS
 When did it happen? Day or week: _____ Date: _____ Time: _____ AM PM
 Where did it happen? Address and location: _____
 How did it happen? (Full description of events leading to accident and actually occurring at the time of the accident): _____
 What was the injured person doing at the time of accident? _____
 What did you notice about the injured person? (such as bleeding, vomiting, fainting, etc.): _____
 What complaints did the injured person make? (such as where the pain was): _____
 Did the injured person continue to work? YES NO If YES, for how long and in what manner? _____
 Did you actually see the accident? YES NO Were there any other persons present at the time? YES NO
 If other persons were present, what were their names? _____
 How did the injured person say the accident occurred? _____

SOUTH CAROLINA TRAFFIC COLLISION REPORT FORM (Rev. 01/2005)											
<p>ACCIDENT LOCATION DETAILS This box will contain the location of the accident, including the direction of travel for each of the vehicles.</p>											
<p>VEHICLE OCCUPANTS The names of the drivers or pedestrians involved in the accident will be listed in the boxes (unit 1, unit 2, or unit 3). These boxes include details about the people involved, including sex, race, age, address, driver's license number, name of insurance company, telephone number and whether they contributed to the collision. The box also notes if drivers were speeding.</p>											
<p>INVESTIGATING OFFICER This is where you can find out the name of the investigating officer and his/her rank and badge number.</p>											
<p>ACCIDENT DESCRIPTION The officer will put in writing what happened and estimated the property damage. The names of the people involved will be referred to by their unit number.</p>											
<p>NOTICE - THIS FORM IS FOR STATISTICAL REPORTING PURPOSES ONLY AND IS A REFLECTION OF THE OFFICER'S BEST KNOWLEDGE, OPINION, AND BELIEF CONCERNING THE COLLISION. BUT NO WARRANTY IS MADE AS TO THE FACTUAL ACCURACY THEREOF.</p>											

Accident report form osha. Osha accident forms. Accident report forms template.

However, most accident reports expect to complete the essential details about the incident. A qualified lawyer can help you complete the required forms and also protects it from responsibility out of place. When the agency, known as OSHA, performs inspections in the workplace to determine compliance with its standards, collects reports from the results of these inspections. These reports are available for the public by virtue of the provisions of the Freedom of Information Law. For this type of report, but outside this range of dates, click on the link "Law of Freedom of Information" at the bottom of the page and follow the instructions. Forms 300, 300A, 301 and Instructions - Formatable format formats PDF 300, 300A, 301 Excel format (forms only) Requires Microsoft Excel or equivalent print files Note that these forms are not designed for Print on standard paper 8.5 x 11 ". If the information you want is not available on the OSHA website, you can send a request for freedom of information in writing to OSHA. If you do not have the ability to play the original 8.5 x 14 "forms may want to communicate with a local or editorial printer so that the forms are reproduced professionally for you, simply provide the printer a copy of the PDF file on the disk. Many of these reports are available online on the OSHA website. The SIC code can also look for the information of the inspection: the standard industrial code, or by the NAICS, the number of the Northern America Industrial Classification System, which are used to identify groups of industries. The Administration of Occupational Safety and Health, a division of the Department of Labor of the United States, is the Agency In charge of developing standards for safety in the workplace. The managers of the fleet, the automobile insurance agencies, the occupational safety and health administration (OSHA), workers' compensation insurers and other interested parties wish only the facts about any incident that has witnessed or from which one Suffer. Use a black or blue feather when filling out a handwritten accident report, and write as legibly as you can. In a private residence, the owner must be notified, and must follow up with a police / ambulance / hospital report / insurance as necessary. Passing attention to the reports of detail vary according to the agency to which it informs. The Microsoft Excel template is customizable and exportable to other formats, but the end user assumes full responsibility for making all changes, and for the results generated by any change. Enter the postal code. A lawyer can also help him present the appropriate reports for his injury claims and should be consulted when he has the intention of pursuing damages. Expert in accident accidents. If you can not write correctly because of your injuries, you dictate your answers to someone you can write clearly. After the people injured or at risk are safe and attended, completing an accident report is the first responsibility of witnesses, the victims of injuries if they can be able and anyone with knowledge of the events surrounding an accident. If you want to print on 8.5 x 11 "paper, you may need to change your Acrobat® application settings to use "Shrink to Fit", and you may also need to make configuration changes for your specific printer. Such search may be useful if you want to find the inspection data for an entire industry. If, for example, it performs a search on August 18, 2012, the most new reports you can recover are those of August 18, 2011. More Information of The questionsSwered.NET Note: When accessing the PDF file then, "right click" on the link and save the file directly to your computer. "DART" is the database of accidents and incidents OSHA that resulted in "Distance, restricted and transfer". This is the number of days that workers incurred away from The number of days was their restricted labor activities or the number of days in which they were transferred to another work with the company due to a disease or injury at work. If, for example, it is looking for a factor or element common in a group of OSHA inspections, you can retrieve data from up to 12 individual inspections at a time. You make the jobs of all parties involved in an accident to be easier when indicating the facts, when everyone can read the facts clearly in their report and when subsequent copies of the report are legible. They have Hastewether, it is filling out an accident report for a vehicle accident or an accident at work, the time of its report is critical. The first option on the "Data and Statistics" page is "Data of Special Injury and Diseases of the Establishment" just below the header "Inspection data". This choice directs it to a line form that allows you to search the DART database. The attempt to see or print PDF files through your browser with a complement viewer, can result in several technical difficulties. Enter the name of the company in the blank space entitled "Establishment". Enter the name of the city and the state in which the company is located. For example, if the incident occurred between 2006 and 2009, select "2006" in the first box and "2009" in the second box. If your accident occurs on a public road, local law enforcement agencies can collect reports on the Accident Site. Each has statistics and OSHA information from a different point of view. Detailed instructions to send the request are available on the OSHA website by clicking on the link "Freedom of Information Law" at the bottom of any page. Here are some tips to continue when completing Types of accident report formulators. Written with Clarity and PrecisionNo. One wants to know that the guy worked for 27 years in the factory and has never witnessed such a lesion, since he occurs to a workcomer. Can can Up to 12 different inspection numbers if an inspection number enters each of the 12 boxes on the "Inspection Information" page. Details must be able to provide include: date and time of incidents Accurate location of the accident people involved including tuters and contact information Equipment / vehicles / objects involved climate or climate conditions of contact conditions and climate insurance if The treatment provided to the diagrams of the injured parts corresponds. and photos of accidents, if the Incident Report and Applicable Forms may have sections requesting more information than previous elements, including asking for events that may have led to an accident or injury. Squat to a legal professional who is afraid that it can be supadated responsible for another person's injury or accident, or you are afraid of responsibility for the loss of property, talk to a lawyer before completing and presenting a report of accident on the incident in question. Note that not all OSHA information is made public, and certain data from the report you receive can be omitted. In 1997, in an effort to reduce the duplication of effort, the management and budget office discarded the SIC code, in favor of the most complete American industry classification system of the census office, or NAICS. The first resumes are those of 1994 and the most new ones are exactly dated with one year before the date on which it is sought in the database. Presione Ae à - ASubmitÀÀ. If there is any result in the OSHA database, it will inform the industry, the total number of cases of OSHA and the DART information for the name of the company that entered. Visit the home site of the OSHA website and click on the tab À e à, À "dates and statisticsÀ e à, - located in the of the page. In some crowded jurisdictions, he is responsible for informing vehicle accidents and injuries to the city, county or appropriate state agency, as well as to inform his accident to his insurance agency. Once the "statistics and statistics" statistics " Charges, offers you a series of options. Of course, anyone in danger must be stabilized and safe before doing anything else. The entire workplace, the vehicle and other injuries and / or damage to the property must be informed immediately to a person in charge of the property where any accident occurs. In a restaurant or shop, you should call a manager to the scene of any accident or injuries. Enter the range of year in which the incident occurred. In the workplace, you must notify the supervisor by employee or injured property. This search can be based on a keyword in the report, a phrase within the report, the date of the event or the industry code. As of August 2011, this database contains information from 1996 to 2009. You can also choose to receive all inspection reports on a variety of dates by specifying the starting dates or completion of the period for which you want data. The "Inspection Data" link provides information on OSHA specific inspections, using OSHA's "activity number", the number assigned to a specific inspection. You will see links to several OSHA databases, such as common use statistics, workplace injuries, disease statistics and mortality and specific data of specific injuries and diseases. Contact the help of the experts when I am not sure to answer questions of accident reports. It is also recommended that you do not try to print these forms from your web browser. Download the PDF file and do it directly into AcrobatÀ®. The search for "Accident Investigation" allows you to access accident investigation resumes completed by OSHA researchers after an accident that resulted in a reportable "fatality or catastrophe" in OSHA Form 170. Inspection data individual. If you want to recover inspection information based on the location of the office that performed the inspection, it will do so All inspection reports completed by that office. Search using the "Inspection Information" function if you know the OSHA "activity number" associated with a particular inspection. If you do not know the SIC code of the industry, but know the NAICS code, you can enter the NAICS code. For example, if you want to know the result of all inspections in the commercial diving industry, you can enter the SIC "3809" code or NAICS code "561900" in "inspection data", you can also select the status in the That the installation was inspected to see the inspection information for other companies in the same state. If you are trying to find the results of an OSHA inspection of a specific installation, and if you have the OSHA inspection number, you can enter that inspection number. You may be asked to complete an accident report form after a collision of a vehicle, a lesion in the workplace or a sliding accident and fall into your home. House.

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