



SCHOOL EMPLOYEES LOSS FUND (SELF)



Supervisor's Investigation Report

The unsafe acts of persons and the unsafe conditions that cause accidents can be corrected only when they are known specifically. It is your responsibility to find and name them and to suggest the remedy in this report.

District Name and Number:		School or building name:	
Location of accident: <i>(stairs, hall, office, outside, etc.)</i>		Date and hour of accident:	
Name of injured person:	Injured employee's department:	Injured employee's job or position:	
Describe the injury:			
Describe the accident <i>(State what the injured employee was doing and the circumstances leading to the accident.)</i>			
Unsafe condition <i>(Describe as oily floor, poor light, lack of guards on belts and gears, broken steps, etc.)</i>			
Unsafe act--Unsafe work procedure <i>(Describe using known facts, or a specific items contributing to the accident, etc.)</i>			
Suggested Improvement <i>(As a supervisor, what do you propose that might prevent a repeat accident.)</i>			
Supervisor	Reviewed and approved by	Date report prepared	
(attached any additional information or pictures)			



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Supervisor's Investigation Report (cont'd)

Each accident regardless of whether it results in a personal injury, property damage, or a near miss should be investigated to determine the actual cause and to take proper action to prevent recurrence.

The accident should be investigated by the supervisor of the injured employee. The investigation should be conducted as soon as possible to get the most accurate information. **Your purpose is to obtain facts and prevent recurrence – not place blame.**

Steps to Follow

1. If available, obtain notice of event. (IL Form 45)
2. Go to the scene immediately.
3. Find out what happened, obtain witness names.
4. Determine accident CAUSES.
5. Develop and implement corrective action to prevent repeat accident.
6. Complete all sections of the form.
7. Report to management.
8. Send completed forms to the SELF claims administrators, Sedgwick at fax 614-601-9515

This Guide is to stimulate questioning in determining the DIRECT and INDIRECT accident causes.

Questions To Ask	If The Causes Appear To Be	
	Conditions	Actions
WHY	<ul style="list-style-type: none">– did it exist?– had no one noticed and corrected it?	<ul style="list-style-type: none">– was it being done?– was it being done this way?– was it (job or detail) necessary?
WHAT	<ul style="list-style-type: none">– caused it to exist?– caused it to be involved?	<ul style="list-style-type: none">– was its purpose?– other way could it be done?– details could be eliminated?– instructions were not followed?
WHERE	<ul style="list-style-type: none">– was it?– was its source?– else does it exist?– can I find out?	<ul style="list-style-type: none">– should it be done?– else is it being done?
WHEN	<ul style="list-style-type: none">– did it occur?– do similar conditions occur?	<ul style="list-style-type: none">– should it be done?
WHO	<ul style="list-style-type: none">– was responsible for it?– can give me answers?– should take corrective action?	<ul style="list-style-type: none">– is best qualified to do it?– can give me answers?– can show me what was being done?
HOW	<ul style="list-style-type: none">– should it be corrected?– can it be avoided in the future?	<ul style="list-style-type: none">– is the best way to do it?– can it (job or detail) be improved?