

EMPLOYEE TRAINING RECORD		
TRAINING TITLE	Accident Investigation and Reporting	
KEY TEACHING POINTS		
<b>PURPOSE</b> <ul style="list-style-type: none"> <li>• The purpose of accident investigation is to find out what caused the accident and to prevent reoccurrence. Accidents, incidents and near misses (close calls) must be investigated.</li> </ul>		
<b>INVESTIGATION TEAM</b> <ul style="list-style-type: none"> <li>• Supervisor</li> <li>• Section Chief</li> <li>• Safety Officer</li> <li>• Safety Committee</li> <li>• Injured employee</li> <li>• Witnesses</li> <li>• Manager</li> </ul>		
<b>ROLES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• You must report any occurrence of an accident or incident to your supervisor immediately.</li> <li>• Your supervisor is responsible for conducting the investigation and notify other people as required.</li> </ul>		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1. It is the responsibility of the employee to report all incidents.	<input type="checkbox"/>	<input type="checkbox"/>
2. Close calls must be investigated.	<input type="checkbox"/>	<input type="checkbox"/>
3. The purpose of the investigation is to determine who was at fault so he/she can be corrected.	<input type="checkbox"/>	<input type="checkbox"/>
4. The Safety Committee is a part of the investigation team.	<input type="checkbox"/>	<input type="checkbox"/>
5. Report only incidents where there was a loss of property or someone was actually hurt and required medical care.	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. True 3. False 4. True 5. False
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