

SUPERVISOR'S INCIDENT/ACCIDENT INVESTIGATION PROCEDURES

Instructions for Supervisors:

- The purpose of a Supervisor's Incident/Accident Investigation is to identify causes and prevent future occurrences: FACT FINDING, NOT FAULT FINDING.
- Electronic version of the Incident/Accident Investigation Report (WORD/PDF) is available.
- The Supervisor Incident/Accident Investigation Report is used to determine the root cause of incidents/accidents in order to identify hazards which need correcting to avoid future incidents from occurring.

When an Accident Occurs:

- Render any necessary medical assistance.
- Take steps to secure the site.
- Notify law enforcement if motor vehicle is involved.
- Take photos and preserve equipment involved in the accident.
- Use the Incident/Accident Investigation Report as a guide to identify ways to prevent future occurrences.

Suggested Report Distribution:

Supervisor – Send completed report to Claims Coordinator; attach police report and photos for all vehicle and property damage reports.

Claims Coordinator – Send completed Supervisor Incident/Accident Investigation Report to:

All Claims

- Fire District's Safety Coordinator