

**UNIVERSITY OF ALASKA**  
**SUPERVISOR'S INVESTIGATION REPORT FOR EMPLOYEE INJURIES**  
**INSTRUCTIONS FOR FORM COMPLETION**

**DO NOT COMPLETE THIS FORM IF SERIOUS INJURY, HOSPITALIZATION, OR  
FATALITY HAS OCCURRED**

**CALL SW RISK MANAGEMENT AT  
450-8150 (Fairbanks) or 786-1140 (Anchorage)**

**A. INVESTIGATE each accident immediately after it occurs.**

**B. REPORT DISTRIBUTION: (To be completed within 72 hours.)**

1. Your Department
2. Your Campus Risk Management Office
3. Statewide Office of Risk Management  
P.O. Box 755240  
Fairbanks, AK 99775-5240

**1. WHAT HAPPENED?**

- GET ALL THE FACTS by studying the job and conditions where the accident occurred.
- TELL WHAT THE EMPLOYEE WAS DOING when injured. (BE SPECIFIC. If employee was using tools or equipment or handling material, name them and tell what employee was doing with them. )
- TELL HOW THE ACCIDENT OCCURRED. (Describe fully the events, which resulted in injury. Tell what happened and how it happened. Name any objects or substances involved and tell how they were involved. Give full details on all factors, which led or contributed to the accident.)
- TELL WHAT THING DIRECTLY INJURED THE EMPLOYEE. (Name object struck against or struck by. If strain or hernia, name the object lifted, pulled, etc. If injury resulted solely from bodily motion, state the stretching, twisting, etc., which caused the injury.)

**2. WHY DID IT HAPPEN?**

Describe in detail the **CONDITION RESPONSIBLE** for the accident. It will always involve one or more of the 12 **OPERATION FACTORS** listed. Be specific in identifying the equipment, material and people involved and how they contributed to the accident.

**3. WHAT SHOULD BE DONE?**

Determine what **CORRECTIVE ACTION IS NEEDED TO PREVENT A SIMILAR ACCIDENT IN THE FUTURE**. The **OPERATION FACTORS** used in No. 2 should help you determine what should be done.

**4. WHAT HAVE YOU DONE THUS FAR?**

State what **CORRECTIVE ACTION** you have taken or recommended to your supervisor, depending on your authority.

**5. HOW WILL THIS IMPROVE OPERATIONS?**

State what **CORRECTIVE ACTION** you have taken, or have recommended, that will help to prevent future accidents.

**6. WHAT IS YOUR ROUGH ESTIMATED COST OF THIS ACCIDENT?**

In most cases, actual accident costs are not available for some period of time. Please use your **BEST JUDGEMENT IN MAKING A DETERMINATION** of lost wages, medical expenses, and damage to University property and/or equipment.

# University of Alaska Supervisor's Accident Investigation Report For Employee Injuries

Your Name \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ MAU: \_\_\_\_\_

Name of Injured/Equipment/Property \_\_\_\_\_

Job or Activity at Time of Accident \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_

Exact Location \_\_\_\_\_

1. What Happened? _____	Tell what the employee was doing, how the accident occurred, and what thing directly injured the employee												
2. Why Did it Happen? _____	Get all the facts by studying the job and situation involved. Use the following factors to help you identify the condition responsible												
<i>Operating Factors to Be Considered:</i>													
	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 2px;"><b>Proper Equipment Selection</b></td> <td style="text-align: center; padding: 2px;"><b>Proper Material Selection</b></td> <td style="text-align: center; padding: 2px;"><b>People Selection</b></td> </tr> <tr> <td style="text-align: center; padding: 2px;">Arrangement</td> <td style="text-align: center; padding: 2px;">Placement</td> <td style="text-align: center; padding: 2px;">Placement</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Use</td> <td style="text-align: center; padding: 2px;">Handling</td> <td style="text-align: center; padding: 2px;">Training</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Maintenance</td> <td style="text-align: center; padding: 2px;">Use</td> <td style="text-align: center; padding: 2px;">Supervision</td> </tr> </table>	<b>Proper Equipment Selection</b>	<b>Proper Material Selection</b>	<b>People Selection</b>	Arrangement	Placement	Placement	Use	Handling	Training	Maintenance	Use	Supervision
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Arrangement	Placement	Placement											
Use	Handling	Training											
Maintenance	Use	Supervision											
3. What Should be Done? _____	What action(s) will prevent similar accidents in the future?												
4. What have you done thus far? _____	Take or recommend action, depending on your authority												
5. How will this improve operations? _____	How will this help us meet our objective: Accident Prevention?												
6. What is your rough estimated cost of this accident?													
Cost of lost wages and medical expenses?	_____												
Damage to UA property or equipment?	_____												
Damage to third parties (property and people)?	_____												
	Total _____												
Signature: _____ Date: _____													