

COUNTY OF SONOMA

Accident/Incident Investigation Report of Occupational Injury or Illness

SONOMA

This report <u>must</u> be completed by the Supervisor and sent to Department Safety Coordinator and Risk Management within **2 working days** of the incident. Follow additional Department procedures.

1. Name of injured employee (last, first)			2. Employee ID #			3. Date of	f Injury	
4. How injury/illness occurred in detail. Describe sequence of events. Specify object or exposure which directly produced the injury/illness.								
5. Initial Factors								
Cut/Puncture/Scrape	□ Fall – from elevation □ Slip/trip/fall – same le		□ Repetitive activity					
□ Struck by/against □ Caught in/under/between		□ Motor vehicle operated □ Chemical exposu □ Body fluid exposure □ Other			posure			
□ Caught in/under/between □ Material handling/lifting □ Body fluid exposure □ Other								
6. CONTRIBUTING FACTORS - Identify multiple contributing factors involved in the accident or incident								
Equipment / PPE	Environment / Work Area		Procedure available for task	Implementation			Individual	
 Defect or malfunction Improper for job 	□ Inadequate layout/space □ Poor housekeeping		not address hazards	□ Hazard not identified, or perceived as low risk			 Employee fatigue Not able to perform work 	
□ Improper use	□ Ergonomic hazards		ic responsibilities	□ Lack of resources to			□ Difficult to perform task	
□ Not readily available	□ Unauthorized entry		early assigned	implement safety policy			thout help	
□ Design/ quality	□ Environmental		ethod to monitor and	□ Inadequate training		_	vare of hazard and	
contributed to hazard	conditions		mplementation	□ Poor/inconsistent			controls but did not follow	
			onsistent with best ces or regulations		plementation of policy ployee unaware of		safe practice □ Other	
		practic	les of regulations		zard			
7. CORRECTIVE ACTION	DNS - Select possible corrective of	actions for e	each contributing factor					
Equipment / PPE Environment Policy			/ Procedure Im		Implementation		idual	
		□ Develop procedure						
Develop inspection	□ Redesign work area				blish hazard		view contributing factors	
Develop inspection procedure	□ Implement periodic	□ Revise	e to control the	asse	ssment and risk	for	fatigue	
 Develop inspection procedure Identify proper 	Implement periodic safety inspections	□ Revise hazard	e to control the ls identified	asse: prior	ssment and risk ritization system	for □ Rev	fatigue view job demands / need	
 Develop inspection procedure Identify proper equipment (JSA) 	□ Implement periodic	□ Revise hazard □ Revise	e to control the ls identified e to assign	asses prior □ Revi	ssment and risk	n for for n for	r fatigue view job demands / need r transitional duty	
 Develop inspection procedure Identify proper 	 Implement periodic safety inspections Conduct ergonomic 	□ Revise hazard □ Revise respon	e to control the ls identified	asses prior □ Revi for s	ssment and risk itization system ew resource allocation	n for D Rev for D Ass red	r fatigue view job demands / need r transitional duty sess need for job design/assistive devices	
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