

Blue Ridge Community College
Investigation of Occupational Injury or Illness or Incident of Near Miss

Classification of Case:

- Fatal
- Days Away From Work
- Restricted Work Activity
- OSHA Recordable Only
- First Aid Only
- Near Miss

OSHA File No. _____

Today's Date: _____

Injured's Name: _____

Address: _____

Telephone Number: _____

Length of Employment: _____ Job Title: _____

Exact Location of Accident or Exposure: _____

Occurred on Premises Yes No

Date of Accident/Incident: _____ Time of Accident/Incident: _____ am/pm

Date & Time Reported: _____

Nature of Injury/Exposure (describe injury): _____

Narrative Description and Analysis

On the reverse side, prepare a brief narrative describing the incident, when possible, include photographs and/or diagrams. Include the following topics in the narrative:

- | | |
|---|---|
| <p>A. What Happened: Facts leading to the incident.
What the employee was doing.
How employee was injured.</p> <p>B. Causes:
Immediate Causes.
Contributing Causes
Has a similar incident occurred before?
Is it likely to occur again?</p> | <p>C. Corrective Action
Actions taken to prevent recurrence.
When will they be completed?
Person responsible for corrective action.
Persons responsible for corrective action.
Disciplinary action or counseling?</p> <p>D. Other Information
Safety Training needed.
Job Safety instructions needed.</p> |
|---|---|

Name & Address of Witnesses: _____

Investigated & Reviewed By:

Investigated By: _____

Reviewed By: _____ Date: _____

Was Investigation reviewed with injured Employee? Yes No

Narrative Description and Analysis

A. What Happened?

B. Causes

C. Corrective Actions (List target date for completion & responsible person)

D. Other Information