

All Utilities Support Services

Injury and Accident Report

1. Overview

Date:

[Insert Date of Report]

Report Prepared By:

[Insert Name and Title]

2. Incident Summary

- **Date and Time of Incident:** [Insert Date and Time of Incident]
- **Location of Incident:** [Insert Location of Incident]
- **Reported By:** [Name of Employee or Witness Reporting]
- **Involved Personnel:**
 - **Employee Name:** [Insert Name of Employee Involved]
 - **Employee Role:** [Insert Role, e.g., Wire Guard]
- **Weather Conditions:** [Insert Details, e.g., clear, rainy, etc.]

3. Nature of Incident

- **Type of Incident:** [e.g., Injury, Near-Miss, Vehicle Accident, etc.]
- **Description of Incident:**

Provide a brief, detailed description of what happened. Include any contributing factors such as weather, visibility, and road conditions. For example:

“At approximately 4:15 PM, while securing a downed wire at the intersection of Maple St. and 3rd Ave, Employee John Doe was struck by a falling tree limb. The limb fell unexpectedly due to strong winds. John was wearing a hard hat, but he sustained a shoulder injury.”

- **Injuries Reported:**

- **Employee Name:** [Insert Name]
- **Injury Description:** [e.g., Shoulder sprain, laceration on the left arm, etc.]
- **Medical Treatment Administered:** [e.g., First Aid, Sent to Clinic, etc.]

4. Actions Taken at Incident Site

- **Emergency Measures Implemented:**
 - [E.g., Contacted utility for urgent repair dispatch, called emergency services, provided first aid, etc.]
- **Traffic and Public Safety Measures:**
 - [E.g., Established a safe perimeter around the downed wire, directed traffic, etc.]
- **Reporting and Documentation:**
 - [E.g., Incident reported to supervisor and logged in the system, photos taken for documentation, etc.]

5. Investigation and Follow-Up

- **Incident Investigation Conducted By:** [Name of Investigator or Supervisor]
- **Root Cause Analysis:**
Provide an analysis of the cause of the incident. For example:

“Strong winds caused tree limbs to fall near the downed wire. Employee was in the designated safety zone but was struck by an unexpected falling limb.”

- **Preventive Measures:**
 - [E.g., Enhance awareness of environmental hazards, reinforce safety briefings, increase inspection frequency in high-risk conditions, etc.]
- **Employee Status:**
 - **Return-to-Work Date:**
 - **Modified Duties (if any):** [If applicable, specify any temporary changes to duties]

6. Summary and Recommendations

- **Incident Summary:**
Provide a concise summary of the incident and its impact.

- **Recommendations for Future Prevention:**

List any recommendations to avoid similar incidents in the future. For example:

“Reinforce the need for constant monitoring of environmental risks during wire guard operations. Ensure that additional caution is taken in adverse weather conditions and increase communication with utility crews regarding potential hazards.”

7. Conclusion

Prepared By:

Date of Submission: