



# Accident Report Writing

Incident/accident investigation reports must be well written, as they are the basis for implementing corrective action and preventing similar events from happening again.

## OSHA Recordkeeping Requirements

- Injuries/illnesses must be recorded if they result in any of the following:
  - Death
  - Days away from work
  - Restricted work or transfer to another job
  - Transfer to another job
  - Medical treatment beyond first aid
- Specific reporting requirements relating to a mishap:
  - Obtain a report on every injury requiring medical treatment
  - Record each injury on the organization's accident report form
  - Prepare a supplemental occupational injuries and illnesses report using OSHA form 301
  - Prepare an annual OSHA Form 300 (keeping the names of the injured private) and post this form from Feb. 1 through April 30.
  - Maintain the records in the organization's file for five years
- You must notify OSHA within eight (8) hours in the event of:
  - Death of an employee
  - In-patient hospitalization of three or more employees
  - Call either your area office or OSHA toll free number 1-800-321-OSHA (1-800-321-6742).

## How to Collect and Write the Report

- Facts
  - Present the facts in a logical sequence
  - Also include information that appears factual but cannot be proven
  - Eliminate the unsupported hypotheses
- Analysis
  - Weigh all the facts, conditions, circumstances, and inferences to develop a conclusion
  - Information is not added in this section of the report
- Conclusion
  - Only information that can be supported by the analysis step is included in this section of the report
  - The conclusion is written based on the available information — what is known and what is not known

## How to Collect and Write the Report

- Recommendations
  - This section is the reason for the entire investigation process
  - Specific recommendations are the basis for specific corrective actions, which prevent additional incidents
  - Do not combine recommendations — specific recommendations permit individual assignments for corrective actions
- Records
  - Maintain a file on each incident
  - Keep all records, purchase orders, and work orders associated with each recommendation in the file
  - A file is closed out only when all of the corrective actions have occurred
  - Keep the number of copies of the incident report restricted — three at most — circulate the report on need-to-know basis, not to curiosity seekers

## Report Writing Hints

- Write the summary after the rest of the report is completed
- Back up the summary with facts in the body of the report
- Use drawings
- Avoid using jargon unless it is needed to understand what happened
- Record the information as you receive it — do not let it pile up

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