



INCIDENT INVESTIGATION REPORT

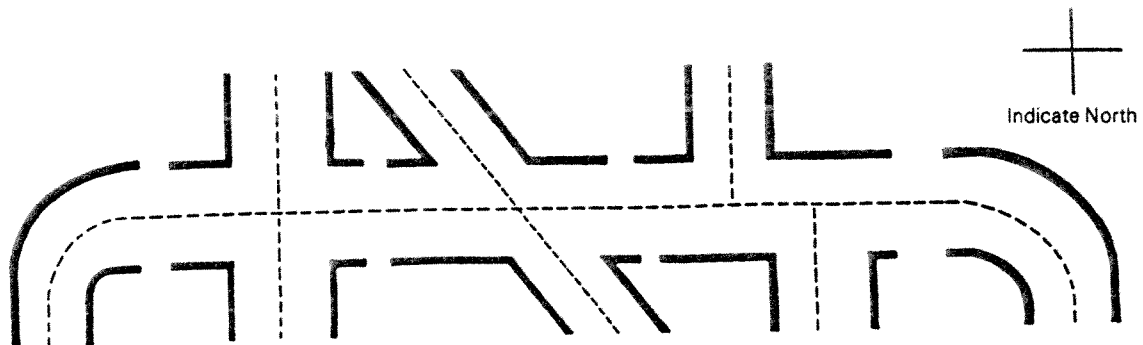
CLUB INFO	Club Name:		Key Number:	
	Club President Name:		E-mail Address:	
	Address:		Phone Number:	
OCCURRENCE	Date of Occurrence:	Time:	Date Reported:	
	Kiwanis Event:	Location:	Name of Injured Party / Owner of Damaged Property:	
	Kiwanis Member: (YES) (NO)	Address:	Phone Number:	
	E-mail Address:	Date of Birth:	Occupation:	
	Work Phone Number:	Nature of Injury:	Medical Treatment Sought: (YES) (NO)	
	Medical Provider/Hospital:	Police/Fire/Paramedics:	Police/Fire/Paramedics Report Number if applicable:	
DESCRIPTION	Describe clearly and in full detail what occurred. Include all materials, equipment and people involved (Why-What-Where-When-Who-How)			
WITNESS	Witness Name:		Witness Address & Phone Number:	
	Kiwanis Member: (YES) (NO)		E-mail Address:	
COMMENTS	(Please attach any supporting documentation and/or photographs. Use the reverse side of this form to draw a diagram, if needed.)			
REPORT BY	Name:		Address & Phone Number:	
	Kiwanis Member: (YES) (NO)		E-mail Address:	

GET THE FACTS BY STUDYING THE JOB AND SITUATION INVOLVED. QUESTION EACH MANAGEMENT CONTROL TO DETERMINE THE DEFICIENCIES AND THE CORRECTIVE ACTION WHICH MUST BE TAKEN TO CONTROL THE ACTUAL CAUSES OF THE LOSS. THE QUESTIONING GUIDE WILL ASSIST BUT MAY NOT CONTAIN ALL OF THE QUESTIONS NECESSARY.

OPERATING FACTORS	MANAGEMENT CONTROLS	QUESTIONING GUIDE
P E O P L E	PLACEMENT	WHO WAS INVOLVED? What qualifications are necessary to perform the task? Who is most qualified? Why was this employee selected if not most qualified?
	TRAINING	What instructions or training were provided? What additional training is needed?
	ENFORCEMENT	What instructions or rules were not followed? What additional rules or enforcement action should be established?
E Q U I P M E N T	DESIGN AND ARRANGEMENT	WHAT EQUIPMENT WAS INVOLVED? Why was this equipment used? What equipment should be used? What guards were or were not used? What arrangement problems were present? What additional design and arrangement controls are necessary?
	PURCHASING	How did the quality or hazards of the equipment contribute to the loss? What additional purchasing controls are necessary?
	MAINTENANCE	What maintenance problems were evident? When should maintenance be performed? How can maintenance be improved? What Personal Protective Equipment is provided? When should Personal Protective Equipment be used? What Personal Protective Equipment should be provided?
M A T E R I A L	DESIGN AND ARRANGEMENT	WHAT MATERIAL (CARGO) WAS INVOLVED? What design characteristics contributed to the loss? How should the material be designed? How was the material arranged, handled and used? How should the material be arranged, handled and used? Where should the material be arranged?
	PURCHASING	Why was this material being used? What material should be used?
E N V I R O N M E N T	DESIGN AND ARRANGEMENT	WHAT ENVIRONMENTAL FACTORS (BUILDING, NOISE, VAPOR, ILLUMINATION, ETC.) WERE INVOLVED? Why was it designed and arranged this way? How should it be designed and arranged?
	PURCHASING	What purchasing controls are necessary?
	HOUSEKEEPING	When should housekeeping be performed? How should housekeeping be improved?
	MAINTENANCE	What maintenance problems are evident? When should maintenance be performed? How should maintenance be improved?

MOTOR VEHICLE DIAGRAM

Complete the following diagram showing direction & positions of vehicles involved, designating clearly point of contact.



INSTRUCTIONS:

(1) Show vehicles and direction of travel

YOUR VEH. OTHER VEH.

(2) Use solid line to show path of each vehicle before accident dotted line after accident....

(3) Give street names