

S-22 - Accident Investigation Report

The purpose of the accident investigation is to determine what factors, conditions, and/or practices contributed to the accident so that proper action can be taken to prevent recurrence. The Office manager/Head of Maintenance will conduct and complete the S-22.

It is essential that accidents be investigated, and report completed as soon as possible after they occur, as the facts will be clear and more details remembered.

Distribution:

Mail to the Payroll Administrator within 5 days of the accident. A copy of the report is to be kept in the manager's personnel file.