**Memo to Notify Supervisors of Accident Investigation Responsibility**

To: All Supervisors

From: Safety Coordinator, Personnel Director or Agency Head

To ensure that every effort is made to prevent accidents from recurring, it is important that you, as the supervisor of an injured employee, investigate the cause of each accident. You should also make every effort to determine what measures could be implemented to prevent a similar accident from occurring in the future.

As soon after an accident occurs as possible, you must complete an *Accident Investigation Report*, in addition to a *Workers’ Compensation Claim Report (JPA-797* paper form or SAP form*)*. The *Accident Investigation Report* should not be completed by the injured employee. However, the injured employee and any other witnesses may complete a *Witness Statement*. Witness information is also helpful in the prevention of future accidents. A supply of forms is attached or available on the website.

The information gathered from these investigations will help the Safety Coordinator and Safety Committee plan for the prevention of future accidents. Confidential information or information about specific employees will not be shared with the Safety Committee. Your assistance is appreciated. Safety is everyone’s responsibility.

Questions about accident investigation or any other safety issues may be addressed to Safety Coordinator Name, Safety Coordinator, at Telephone Number or by e-mail E-Mail Address.