

La Grande School District 1

Code: **EBBB-AR(3)**
Revised/Reviewed: 1/23/18

Public Incident/Accident Report Form

Please complete this LGSD Public Incident Report/Analysis Form and answer all of the following questions within 24 hours of the incident. Turn in completed forms to the operations specialist at the district office.

Name: _____ Contact Phone Number: _____

Mailing Address: _____

Date/Time of Incident: _____ Date/Time Reported: _____

Accident/Incident Location: _____

Incident or Near Miss: Yes No

Accident: Yes No Witnesses: _____

First Aid: Yes No Who Administered: _____

Describe Injury (Nature of Injury/Body Part Injured):

Was Medical Attention Requested or Needed: Yes No (If Yes, Please Explain):

Describe Accident/Incident in Detail (What Happened):

District Safety Officer Signature: _____ Date: _____

Stop here and give a copy of this document to the Safety Committee member in your building.

Accident/Incident Analysis

Identify issues and areas that ARE NOT WORKING and contributed to the Incident/Accident: Please contact your buildings Safety Committee Member, they will complete this analysis and send to Operation Specialist at the District Office.

Management	Management Systems	Employee Systems	Student
Consider: Policy Enforcement Hazard Recognition Accountability Supervisor Training Corrective Action Proper Resources Maintenance Adequate Staffing Observations			Consider: Procedure Previous Injury Mental Ability Physical Capacity Equipment Use Short Cuts Personal Protective Equipment Worn Safety Attitude
Equipment	Equipment Systems	Environment Systems	Environment
Consider: Proper Tool Selection Tool Availability Maintenance Visual Warnings Guarding			Consider: Building Layout Chemical Temperature Noise Weather Terrain Vibration Ergonomics Lighting Ventilation Housekeeping Biological
Counter Measures/Best Practices:	Who Will Implement:	By When:	Done:
How do we correct areas identified in the MEEE area above, who will make changes and when will the changes be completed.			
Person(s) conducting the analysis:			