



Accident Investigation Form Best Practice

1. District Claims Coordinator receives email from Company Nurse which contains the Report of Injury AND the Accident Investigation Form
2. District Claims Coordinator emails the Accident Investigation Form to the manager of the injured employee requesting that the manager:
 - Conduct an Accident Investigation
 - Complete the Accident Investigation Form
 - Email/fax the completed form back to District Claims Coordinator by an established due date
 - Correct or arrange to correct any identified hazards found in the investigation
 - Recommend a CCCSIG Prevention Service, if applicable (optional)
Note: See "[Prevention Recommendations for Accident Investigation Form Emails to Managers](#)" posted on the District H&S Coordinator, District Claims Coordinator and Publications pages of the CCCSIG website.
3. District Claims Coordinator files and keeps the completed Accident Investigation Forms for 5 years (Cal OSHA requirement). **Note: It is no longer necessary to email/fax the forms to CCCSIG.**