

# WOLCOTT YOUTH FOOTBALL & CHEER ASSOCIATION

## Incident Investigation Report

\*\*\* Form MUST be completed and submitted to VP and PSC within 24 hours\*\*\*

### Type of Occurrence:

Property Damage	X	Injury beyond First Aid				
Fire		First Aid				

### Event Information:

Athlete	Coach	Date of Incident	Time of Incident
Parent	Location Where Injury Occurred		Date Incident Reported
Team	Task at Time of Event		
Has a similar incident or accident happened before?		When?	Where?
No			

### Incident Information:

Cause of Incident	Type of Incident	Body Part Injured			
Struck By / Against	Amputation	Eyes		Left	Right
Contacted By / With	Burn or Scald (heat)	Head / Face	Arm		
Caught In / On / Between	Burn (chemical)	Neck	Elbow		
Fall - Same Level	Concussion	Chest / Lungs	Wrist		
Fall - Different Level	Cut / Laceration	Trunk / Torso (Except Back)	Hand		
Exposure to Burn	Crushing Injury	Back	Finger		
Exposure to Shock	Hernia		Upper	Leg	
Push	Bruise / Contusion		Middle	Knee	
Pull	Occupation Illness		Lower	Ankle	
Lift	Sprain / Strain	Shoulder	Foot		
Inhaled / Ingested	Dermatitis		Left	Toes	
Other	Fracture		Right	Internal	
Other	Other	Hip	Other		
Other	Other		Left	Other	
Other	Other		Right	Other	

Substance Inflicting Harm	Type of Property Damaged	Object Inflicting Damage	Other Factors
Witnesses:			

### Event Summary:

Describe the event - starting with what was happening BEFORE the incident occurred. Include ALL observable conditions.

**Root Cause Analysis:**

Why?	
Why?	
Why?	
Why?	
Why?	

Potential Cause Factors - Use this list to generate ideas for your 5 Whys

Improper Tool	Lack of PM	Improper Guarding	Lack of Training	Poor Work Position	Excessive Dust
Defective Tool	Poor Work Instructions	Cell Layout	Procedure Violation	Fire	Lack of Guarding
Damaged Equipment	Wear and Tear	Manufacture Defect	Lack of Attention	Lack of SOPs	Rushing
Improper PPE	Power Failure	Insect	Multi-Tasking	Improper SOPs	Improper Lifting
Defective PPE	Weather	Machine Failure	Horseplay	Explosion	Improper Lighting

**Corrective Actions:**

A - A condition or practice that could result in a serious injury if uncorrected. Requires CA within 24 hours.

B - A condition or practice that could result in an injury over time. Requires CA within 2 weeks.

C - A Condition or practice that could result in a minor injury. Requires CA within 30 days (60 if parts are required).

**Action Item**

A	B	C	Owner		Deadline	
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**Review and Sign Off:**

Athlete Parents		Head Coach		PSC		VP	
Name		Name		Name		Name	
Signature		Signature		Signature		Signature	
Date		Date		Date		Date	