



Zachary Community School System Accident Investigation Report

Name:	
Date/Time:	
What Happened? <i>Describe what took place or what caused you to make this investigation.</i>	
Why Did It Happen? Get all the facts by studying the job and situation involved: Why-What-Where-When-Who-How	
What Should Be Done? <i>Equipment</i> <i>Material</i> <i>People</i> <i>Procedures</i>	
What Have You Done Thus Far? <i>Take or recommend action.</i>	
Follow-up Assigned to:	
Investigated by:	
Reviewed by:	