Appendix B – Incident/Accident Analysis Collection Tool

Date & Time	Client Handling Activity				Claim Type				Days Lost	Claim Cost	Body Part	Contributing Factor (see legend)	Yrs. on Job	Age	Gender	Other Factors
	Non-Weight-Bearing		Weight-Bearing	Same Surface	First Aid	Med Aid	Lost Time	Hazard								
	Lateral	Lift	Transfer	Reposition												

Contributing Factor Legend

1. People
2. Equipment
3. Materials
4. Environment
5. Process

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