

June 2025 Real Estate Calendar: Accident Reporting and Investigations



This calendar is designed to enhance safety awareness and provide a better understanding of specific loss exposures and best practices to reduce those exposures. Each month will contain a safety topic and daily associated tips. See the following page for weekly topics.

Accident Reporting and Investigations. Unfortunately, injuries and property damage may occur at any given location. In the event of an incident, it is important to respond quickly and effectively. The quicker a person is treated, typically, the quicker the recovery. This also applies to property damage (water pipe bursts, fire, flood...) In addition, an investigation to identify the root cause and taking corrective measures to prevent a similar occurrence are critical. Below are examples of the process.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Identify staff members who are engaged in accident reporting	2 Ensure accident reporting training is provided for staff	3 Understand the form(s) to use for accidents and incidents	4 Fill in all parts of the form(s), based on training	5 Always ensure the safety of the injured party first	6 Stick to the facts	7 Be sure you understand what you should and shouldn't say
Week 1: Accident reporting						
8 Remain calm	9 Secure the area as needed	10 Contact emergency medical services as needed	11 Speak to witnesses for details	12 Evaluate the incident area for contributing factors	13 Provide accurate details	14 Share the investigations with the safety committee
Week 2: Accident Response and Investigations						
15 Don't assume someone is clumsy	16 Don't assume someone is accident prone	17 Use the five why's to identify root cause	18 There may be multiple contributing factors to an incident	19 Engage and brainstorm on findings	20 Clearly summarize the root cause(s)	21 Discuss with the safety committee
Week 3: Identify Root Causes						
22 Identify hazard resolution and safety training needed	23 Review resolution and training to ensure they are appropriate	24 Document date of corrective measure(s) taken	25 Clearly identify the actions taken for resolution	26 Ensure employees understand the training	27 Confirm hazard resolution is adequate	28
Week 4: Corrective measures taken						
29	30					



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Week 1 Accident reporting	Week 2 Accident Response and Investigations	Week 3 Identify Root Causes	Week 4 Corrective measures taken
<div>1. Identify staff members who are engaged in accident reporting</div> <div>2. Ensure accident reporting training is provided for staff</div> <div>3. Understand the form(s) to use for accidents and incidents</div> <div>4. Fill in all parts of the form(s), based on training</div> <div>5. Always ensure the safety of the injured party first</div> <div>6. Stick to the facts</div> <div>7. Be sure you understand what you should and shouldn't say</div>	<div>1. Remain calm</div> <div>2. Secure the area as needed</div> <div>3. Contact emergency medical services as needed</div> <div>4. Speak to witnesses for details</div> <div>5. Evaluate the incident area for contributing factors</div> <div>6. Provide accurate details</div> <div>7. Share the investigations with the safety committee</div>	<div>1. Don't assume someone is clumsy</div> <div>2. Don't assume someone is accident prone</div> <div>3. Use the five why's to identify root cause</div> <div>4. There may be multiple contributing factors to an incident</div> <div>5. Engage and brainstorm on findings</div> <div>6. Clearly summarize the root cause(s)</div> <div>7. Discuss with the safety committee</div>	<div>1. Identify hazard resolution and safety training needed</div> <div>2. Review resolution and training to ensure they are appropriate</div> <div>3. Document date of corrective measure(s) taken</div> <div>4. Clearly identify the actions taken for resolution</div> <div>5. Ensure employees understand the training</div> <div>6. Confirm hazard resolution is adequate</div>

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