

**CITY OF ELK RIVER
SAFETY COMMITTEE
ACCIDENT REVIEW SUMMARY FORM**

NAME (this will not be given to Safety Committee):	DEPARTMENT: CODD, Street Maintenance
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ACCIDENT INFORMATION

DATE (OF ACCIDENT): 8/18/15	TIME: 8:15 am
LOCATION: Maintenance Facility	TYPE OF VEHICLE (IF INVOLVED): Trailer
INJURY? (YES OR NO) Yes	WORK COMP CLAIM FILED? (YES OR NO) Yes
PROPERTY DAMAGE? (YES OR NO. IF YES, DESCRIBE) No	
NATURE OF ACCIDENT (be specific, include work activity at time of accident): Employee was unhooking trailer from truck. Employee forgot to put pin in trailer jack and the tongue of the trailer fell onto employee's foot.	
ENVIRONMENTAL FACTORS: None	
UNSAFE CONDITIONS: The trailer pin was not in place.	
ACTION TAKEN: Go over trailer jack procedures and possible scenarios for improper actions.	

SAFETY COMMITTEE RECOMMENDATION (to be filled out by Committee): Tanner Anderson advised that the employee was wearing the proper footwear at the time. The Safety Committee determined that based on the information provided, it does not appear that the steel-toe footwear failed and/or malfunctioned. Tanner inquired as to whether or not the footwear needed to be inspected by a supervisor. Chief Cunningham indicated that the footwear should be inspected by a supervisor. He added that the footwear should be replaced by the City if it is found to be damaged in any way. The Safety Committee all agreed that the old footwear should be disposed of if it is found to be defective. (September 23, 2015 meeting)
