

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

NAME (this will not be given to Safety Committee):	DEPARTMENT: Parks & Rec
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ACCIDENT INFORMATION

DATE (OF ACCIDENT): Dec 9, 2015	TIME: 2:00 p.m.
LOCATION: Lion's Park Center	TYPE OF VEHICLE (IF INVOLVED):
INJURY? (YES OR NO) Yes	WORK COMP CLAIM FILED? (YES OR NO) No
PROPERTY DAMAGE? (YES OR NO. IF YES, DESCRIBE) No	
NATURE OF ACCIDENT (be specific, include work activity at time of accident): Employee was in office area of LPC cleaning, sorting, organizing and storing the equipment that was used for Spooktacular. Employee didn't lift anything heavy but moved a lot of boxes. Pulled a muscle in left side of lower back.	
ENVIRONMENTAL FACTORS: None.	
UNSAFE CONDITIONS: None.	
ACTION TAKEN: Employee stopped lifting supplies.	

SAFETY COMMITTEE RECOMMENDATION (to be filled out by Committee): Steve Benoit advised the committee that he spoke with the injured employee after the incident. The employee told him that they were utilizing proper lifting techniques at the time. Steve added that there have not been any additional problems since the incident. Brandon Wisner pointed out that this Accident Review was from 12-09-15 and inquired as to why the committee received it so late. Katie Haase stated that she did not know why it was sent a few months after the incident as incidents are required to be reported immediately. John Cunningham stressed that incidents need to be reported immediately and the Accident Reviews need to be provided to the Safety Committee for review in a timely manner. <i>(April 20, 2016 meeting)</i>
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