

Use the following questions for completing the sections to the right:

Polices/Procedures

Was there a clear policy in place for this type of incident? Was the policy followed? Did the employee know the policy? Was an exception made? Why? By Whom? Was a shortcut taken?

Training

- Was the employee trained to do the task? - Was the training adequate? - Did the employee follow the training? - Did training contribute to accident?

Equipment

- Was there any equipment involved? - Did equipment function properly? - Was equipment used properly? - Was equipment properly maintained? - Could equipment prevented the accident? - Could proper PPE have prevented the injury?

Environment

Did the environment affect the accident? How? Was it dark, cold, windy, hot, poor visibility, crowds, noise, urgency, external pressure, self imposed pressure, terrain, poor housekeeping? Were accomodations made ?

Decision Making

- Had similar incidents occurred previously? - Was fatigue a factor? - Was a normal routine disrupted? - Were there any unrecognized hazard? - Did the employee feel they had options? - Did the employee self-impose priorities? - Any Distractions? - Trying to adhere to a schedule?

Aspen Skiing Company Incident Analysis

This form must be completed with 72 hours of the incident, saved as a pdf document and emailed as an attachment to FirstReport@aspensnowmass.com. If additional room is required, attach to this form.

Employee Information

Name [] Employee Number [] Date of Hire []
Home Phone [] Cell Phone [] Email Address []
Status [] Seasonal Year Round Full Time Part Time Temp

Job Information

Department # [] Department Name [] Job Title []
How many seasons has the employee worked in this job? [] Supervisor Name []
Shift Times [] Who did the employee first report the incident to? []

Incident Informtion

Report Only Medical Lost Time Property Damage

Incident Date [] Incident Time [] Date Reported []

Provide a general description of what happened

[]

Policies and Procedures

[]

Training

[]

Equipment

[]

Environmental Conditions

[]

Decision Making

[]

Ski School Questions

What activity were you doing at the time of the accident (demonstrating, what skill?, practicing, free-skiing, observing)

At what level were you skiing/riding when the accident occurred? What was the level of the student?
If a private lesson, provide guest name and contact information.

Terrain Level Green Easy Blue Hard Blue Easy Black Hard Black Double Black Extreme

Data Collection

Accident Questionnaire - Check All That Apply

- | | | |
|---------------------------------------|------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Skiing | <input type="checkbox"/> Terrain Park | <input type="checkbox"/> Helmet Worn |
| <input type="checkbox"/> Snowboarding | <input type="checkbox"/> Natural Feature | <input type="checkbox"/> Avi Control |
| <input type="checkbox"/> Telemark | <input type="checkbox"/> Manmade Feature | <input type="checkbox"/> Power Tool |
| <input type="checkbox"/> In Clinic | <input type="checkbox"/> Snowmobile | <input type="checkbox"/> Motor Vehicle |
| <input type="checkbox"/> Teaching | <input type="checkbox"/> Lift Involved | <input type="checkbox"/> Machinery/Equipment |

Snow Conditions

Wind Temp

Visibility

If Equipment/Machinery Involved

Post Accident Inspection of Equipment Completed?

Equipment Name Manufacturer

Equipment Location Model # / Serial #

If Ski Equipment Involved

Binding Brand and Model

Left Toe Setting Right Toe Setting Binding Torque Tested This Year?

Left Heel Setting Right Heel Setting

Select any points of the Skier Responsibility Code that may have contributed to the accident.

- Always stay in control and be able to stop or avoid other people or objects.
- People ahead of you have the right of way. It is your responsibility to avoid them.
- You must not stop where you obstruct a trail or are not visible from above.
- When starting downhill or merging into a trail, look uphill and avoid others.
- Always use devices to help prevent runaway equipment.
- Observe all posted signs and warnings. Keep off closed trails and out of closed areas.
- Prior to using any lift, you must have the knowledge and ability to load, ride and unload.

Patrol Accident Investigation Completed - A Patrol Accident Investigation should be conducted for any accident involving a guest and for any accident where an employee is hospitalized or results in death.

Yes No

Lead Investigator Contact Information

Were there any witnesses? Please provide contact information for all witnesses.

What were the possible Root Causes or contributing factors to this accident?

Corrective Actions

Does the department have a training activity in place to address the identified safety issues?

Do you have documentation that the employee attended the training?

Please describe the training

What actions have been taken or do you recommend to prevent recurrence of a similar accident?

Were any company or department policies violated or not followed?

Were any disciplinary actions taken with the employee?

Explain what disciplinary action(s) were taken

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date