

Accident Investigation

Safety Training Handout

We investigate accidents to **prevent** similar accidents in the future.

Events that must be investigated include:

Injury - an event that results in any injury, even slight cuts

Property Damage - an event that causes damage to any building or other material, including non-company property

Near Miss - an event that only by chance did not cause injury or property damage

At the scene

- Provide First Aid for any injured persons
- Eliminate or control immediate hazards
- Document accident scene to determine cause
- Interview witnesses immediately
- Collect facts about the accident
- Collect and preserve evidence



Determine

1. What was not normal before the accident
2. Where the abnormality occurred
3. When it was first noted
4. How it occurred
5. Sequence of events

Investigation Rules

- Use an unbiased approach during investigation
- Interview witnesses & injured employees at the scene - conduct a walkthrough of the accident
- Conduct interviews in private - Interview one witness at a time.
- Get signed statements from all involved.
- Take photos or make a sketch of the accident scene.
- What hazards are present - what unsafe acts contributed to accident
- Ensure hazardous conditions are corrected immediately.

Written Report

Date, Time, & Location

People - injured, involved witnesses

Activities just prior to accident

Accident sequence of events

Accident results

Diagrams & photos

Immediate temporary corrective actions taken at the scene

Recommended permanent corrective actions