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