

Accident/Exposure Investigation Report

Date & Time of Accident:

Location:

Accident Description:

Workers Involved:

Preventive Action Recommendations:

Corrective Actions Taken:

Manager Responsible:

Date Completed:

cc: _____

(This document must be kept on file for at least one year)

Basic Guidelines For Accident Investigation

- ⇒ ***The purpose of an investigation is to find the cause of an accident*** and prevent further occurrences, not to fix the blame
- ⇒ ***Visit the accident scene as soon as possible*** - while facts are fresh and before witnesses forget important details.
- ⇒ ***If possible, interview the injured worker at the scene of the accident*** and "walk" him or her through what happened taking care not to cause the same accident again.
- ⇒ ***All interviews should be conducted as privately as possible.*** Interview witnesses one at a time.
- ⇒ ***Document details.*** Use photos as needed.
- ⇒ ***Focus on causes and hazards.*** Develop an analysis of what happened, how it happened and how it could have been prevented. Determine what caused the accident itself, not just the injury.
- ⇒ ***Every investigation should include an action plan.*** How will you prevent such accidents in the future?
- ⇒ ***If a third party or defective product contributed to the accident,*** save any evidence. It could be critical to the recovery of claims costs.
- ⇒ There are several basic causative factors surrounding any injury:
 - ◆ Was the safety training adequate?
 - ◆ Were hazards identified and communicated?
 - ◆ Were tasks properly planned? (especially non-routine jobs)
 - ◆ Is there involvement by supervisors ó do they know - *how* the job is being performed?
 - ◆ Are changes in operating procedures required?
 - ◆ Is there a need for design improvements? (i.e. mechanical guards, adjustable work stations)
 - ◆ Is there a need for improved supervision?
 - ◆ Is there effective enforcement of current safety policies?

These should all be reviewed as part of any accident investigation.

Safety Inspection Checklist