

### **Instructions for completing an accident investigation:**

- Begin your investigation as soon as possible after the loss.
- Go to the scene of the accident. Get the big picture first. Consider making a diagram or taking photos.
- Speak to the injured person – at the scene of the accident, if possible.
- Meet with other people who know what happened – witnesses, other employees. Put each person at ease. Investigate to get the facts, not to place blame. Conduct each interview in private away from others. Ask others not to talk amongst themselves until you have interviewed them.
- Ask questions and repeat the story back to them to be sure you understand all of the circumstances.
- End each interview on a positive note.
- Look for all of the causes – unsafe acts, unsafe conditions, contributing factors, and missing controls.
- Be careful of re-enactments. Don't ask for actions to be repeated.
- Record the facts quickly.
- Develop your conclusions. Confer with others, solicit prevention ideas.
- Act positively to prevent re-occurrence. Correct or refer correction to higher authority.
- Follow up to make sure the corrective action is effective. Publicize the corrective action taken for the benefit of all.

### **Definitions:**

**Unsafe act:** the personal action which directly permitted or caused the accident.

**Unsafe condition:** the hazardous physical condition or circumstance which directly permitted or caused the accident.





Is there a reason to question whether this accident is job related? Yes \_\_\_ No \_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What should be done to prevent similar accidents? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Investigator's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Investigation: \_\_\_\_\_

What action was taken? \_\_\_\_\_

Date Completed: \_\_\_\_\_