• Begin your investigation as soon as possible after the loss.

Instructions for completing an accident investigation:

- 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.



## ACCIDENT INVESTIGATION REPORT (In supplement to First Report of Accident pg. 1)

Injured Worker's Name	Date of Accident
Describe in detail what occurred.	
(Identify location, all conditions, equipment, actions, and individuals	s that contributed to the accident.)
List Witnesses and Phone Numbers:	
Accident involves anyone not employed by our company. Yes	_ No
If yes, give name, address, and phone number.	
What do you consider the real and basic cause of this accident? (Be	specific and detailed)



## ACCIDENT INVESTIGATION REPORT (In supplement to First Report of Accident pg. 2)

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: