Accident Reporting Investigation

- All accidents should be reported within 24 hours.

- Use the accident reporting form in every case.

- "Near-Miss" and "Report Only" accidents should also be reported **prior to leaving the work site.**

- Document all accident facts and witness statements.

- Use specific details about any injuries involved.

- Search for accident causes and possible correction method.

- Never place blame or fault in accidents – determine how to prevent in future.

- Investigate all recordable injuries as soon as possible.

5 Steps to Accident Investigation

- Determine all possible causes: Brainstorming, interviews, witness reports, pictures, re-enactments, inspection of injury area.

- Determine all possible solutions and corrective measures.

- Determine the root cause(s).

- Identify the most feasible corrective measures.

- Establish corrective action and determine who will be accountable to complete.

Who Should Investigate Injuries?

- Direct supervisor

- Managers

- Safety professional

Remember…

- Always investigate at the injury site — as soon as possible after the injury.

- Search for the truth.

- Have forms, witness statements, cameras, etc., available during an investigation.

- Document all findings.

- Accuracy and thoroughness help speed claims processing and reduce costs.

- The goal of injury reporting is to be accurate, complete and prompt.

- The goal of accident investigation is to determine the cause of injury and correct it.

Topic:	
Date:	
Presented by:	

Attendee Signature	Attendee Printed Name

If more space is needed for attendance, use back of sheet.

Comments or Notes:

13051