



## Accident Investigation Process

Accident – an unplanned event that may or may not result in personal injury or property damage. Accident investigations reveal what, how and why an accident occurred. Most accidents can be prevented by eliminating the root causes. Investigate all accidents regardless of the extent of injury or damage. Information gained from an investigation can prevent similar or more serious accidents from occurring.

**Accident Investigation Process:**

1. Define the scope.
2. Inspect the accident site:
  - a. Secure the area. Do not disturb the scene unless a hazard exists.
  - b. Prepare sketches and photographs.
  - c. Label each carefully, and keep accurate records.
3. Interview each victim and witness who was present before the accident, as well as those who arrived shortly afterward. Keep accurate records of each interview.
4. Identify any abnormality before the accident, when it was first noted, and where and how the abnormality occurred:
  - a. Define the problem (What happened?).
  - b. Establish the norm (What should have happened?).
  - c. Identify, locate and describe the change (What, where, when, to what extent?).
  - d. Specify what was and was not affected.
  - e. Identify the distinctive features of the change.
  - f. List the possible causes, and select the most likely causes.
5. Determine why the accident occurred, a likely sequence of events, probable causes (direct/indirect/basic) and alternative sequences.
6. Conduct a post-investigation briefing.
7. Prepare a summary report, including recommended actions, to prevent a recurrence.

Remember, an accident investigation is not complete until all data is analyzed and a final report is completed and reviewed by management.

**Meeting note:**

Employee comments/concerns: \_\_\_\_\_

\_\_\_\_\_

Other safety issues to be addressed on the job/facility: \_\_\_\_\_

\_\_\_\_\_

**Training record:**      Date: \_\_\_\_\_      Jobsite/Facility: \_\_\_\_\_  
 Trainer: \_\_\_\_\_      Title: \_\_\_\_\_

Employee name (print)	Employee name (print)
/ (signature)	/ (signature)
/	/
/	/
/	/

(Continue recording signatures on a separate sheet of paper)



# Toolbox Talks

A BIWEEKLY HANDY GUIDE FOR YOUR SAFETY MEETINGS

## Accident Investigation Process

KEY QUESTIONS THAT SHOULD BE ASKED AND ANSWERED IN CONDUCTING AN ACCIDENT/INCIDENT INVESTIGATION

**WHO:** Was injured?  
Saw the accident/incident?  
Was the supervisor/manager at the time of the accident/incident?  
Was working with the person involved?  
Else was involved?  
Instructed the employee?  
Trained the injured employee?  
Assigned the employee to the job or task?  
Can help with the job to prevent a recurrence?

**WHAT:** Was the accident/incident type?  
Was the type of injury?  
Part of the body was injured?  
Job or task was the employee performing?  
Was he told to do?  
Tools were the employees using?  
Machine or equipment was involved?  
Instructions did the employee receive?  
Specific precautions were necessary to do the job?  
Specific precautionary instructions were given?  
Protective equipment was used?  
Protective equipment should have been used?  
Protective equipment was available?  
Problems or questions were encountered?  
Did the employee or witness do when the accident occurred?  
Extenuating circumstances were involved?  
Did the employee or witnesses see?  
Will be done to prevent recurrence?  
Safety rules were violated?  
New rules are needed, if any?

**WHEN:** Did the accident/incident occur?  
Was the employee hired?  
Did the employee start the job/task?  
Were the specifics of the job/task discussed with the employee?  
Were hazardous conditions discussed with the employee?  
Did the supervisor last check on the employee's progress?  
Will the hazardous situation be corrected?  
Will the employee return to work?

**WHERE:** Did the accident/incident occur?  
Was the employee at the time of the accident?  
Was the supervisor/manager?  
Were the other people who were involved at the time of the accident/incident?  
Were witnesses when the accident/incident occurred?

**WHY:** Was the employee injured?  
Did the employee do whatever contributed to the accident/incident? (If another employee was involved.)  
Wasn't protective equipment used?  
Was the employee in the position he/she was in?  
Was the employee using the tools/equipment/machine he/she was using?

**HOW:** Was the employee injured?  
Could the accident/incident have been avoided?  
Could the other employee(s) have helped to prevent the accident/incident?  
Could the supervisor/managers have prevented the accident/incident?