



EHS Fact Sheet

Accident Investigation

Introduction

Accident Investigation plays a key role in injury prevention. Understanding underlying accident causes can help to prevent future accidents from occurring and can help you recognize near misses. Accident investigation can also shed light on hazardous conditions in the workplace. By investigating all accidents, you will comply with the law, improve procedures and conditions and create a safer work environment.

Following an accident:

- **Provide medical attention and secure the scene-** Always ensure that medical attention for the injured worker(s) is the first priority following an accident. After treatment has begun, attempt to secure the scene. Always check the condition of the scene, to ensure that there are no longer any hazardous conditions that could further injure other employees. Rope or barricade the area of the accident to keep others out. Keep all equipment that is defective or broken for examination and begin to search for witnesses of the accident.
- **Notify all appropriate parties-** notify the injured worker's supervisor immediately following an accident. Each supervisor should conduct an accident investigation to determine the cause of the accident, as he or she is most familiar with work tasks and qualifications of the injured worker. *In the event of a worker fatality, amputation, any work-related in-patient hospitalizations or losses of an eye, you must also immediately notify the EHS Department.*
- **Collect and analyze Information-** Begin to assess the accident scene and gather appropriate information. Take notes, make sketches or use photos or videos to document the conditions of the accident. Look for relevant information such as SDSs, instruction manuals or safety training records. Start interviewing all witnesses. Interview witnesses separately as soon as possible after the accident. Avoid placing blame and ask open ended questions to gather detailed information. **Analyze information-** try to determine the main cause of the accident (was the accident a result of an employee error or a workplace condition, etc.), and any other contributing causes.
- **Prepare Employee Injury Report (portion to be completed by supervisor)-** this report should define the measures to correct the action and define the contributing factor. At this point in the accident investigation, corrective actions should be sent to responsible parties for immediate implementation. With regards to injuries that a corrective action cannot be determined, EHS can assist the supervisor in finding the appropriate action.
- **Preventing recurrence of accidents-** Following the accident, the supervisor or responsible party should oversee that any corrective actions are implemented in a timely manner. EHS will also investigate all accidents to determine that the investigation was thorough and to aid in completing corrective actions or add additional suggestions to prevent recurrence.

SAFETY DOESN'T HAPPEN BY ACCIDENT