

ACCIDENT INVESTIGATION

Each accident regardless of whether it results in a personal injury, property damage, or a near miss should be investigated to determine the actual cause and to take proper action to prevent recurrence.

The accident should be investigated by the supervisor of the injured employee or department involved. The investigation should be conducted as soon as possible to get the most accurate information. Your purpose is to obtain facts and prevent recurrence - not place blame.

STEPS TO FOLLOW

1. Obtain notice of event.
2. Go to the scene immediately.
3. Find out what happened.
4. Determine accident CAUSES.
5. Develop and implement corrective action.
6. Complete all sections of the form.
7. Report to management.
8. Follow up.

This Guide is to stimulate questioning in determining the DIRECT and INDIRECT accident causes.

QUESTIONS TO ASK	IF THE CAUSES APPEAR TO BE	
	CONDITIONS	ACTIONS
WHY	!! did it exist? !! had no one noticed and corrected it?	!! was it being done? !! was it being done this way? !! was it (job or detail) necessary?
WHAT	!! caused it to exist? !! caused it to be involved?	!! was its purpose? !! other way could it be done? !! details could be eliminated? !! instructions were not followed?
WHERE	!! was it? !! was its source? !! else does it exist? !! can I find out?	!! should it be done? !! else is it being done?
WHEN	!! did it occur? !! do similar conditions occur?	!! should it be done?
WHO	!! was responsible for it? !! can give me answers? !! should take corrective action?	!! is best qualified to do it? !! can give me answers? !! can show me what was being done?
HOW	!! should it be corrected? !! can it be avoided in the future?	!! is the best way to do it? !! can it (job or detail) be improved?