

# Accident Investigation

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Location:  
Effective Date:  
Revision Number: 1

## Purpose

This policy establishes how [Company Name] will investigate workplace accidents.

After reading this policy, employees will understand the following:

- Who conducts accident investigations
- What information needs to be recorded
- How information is recorded
- What actions must be taken after an investigation

## Scope

This policy applies to all employees at [Company Name].

## OPERATING PROCEDURES

The following outlines the proper procedures employees must follow during an accident investigation.

### WHO

- The [CHOOSE ONE: supervisor/safety manager/HR director] in charge of the area or department where the accident occurred is responsible for conducting the investigation.
- The investigator should be held accountable for reporting the investigation carefully and clearly.

### WHAT

The investigator will determine the following:

- Whether the accident is work-related
- The scope of the investigation
- What happened:
  - Describe what took place that prompted the investigation and what the employee(s) was/were doing at the time of the accident.

### WHEN

- The investigation should be done immediately following the accident.

### WHERE

- The investigation and witness statements should be completed at the scene of the accident.
- Take pictures of the scene.
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- Draw a sketch or diagram of the accident.

### **WHY**

- Determine why the accident happened.
  - Obtain all the facts surrounding the accident.
    - What caused the accident to occur—direct or indirect cause
    - The sequence of events before the accident occurred
    - Who was involved
    - What is the extent of the injuries and/or damage resulting from the accident
    - Was/were the employee(s) involved properly trained
    - Was/were the employee(s) qualified to perform the functions involved in the accident
    - Were proper operating procedures established for the task involved
    - Were the proper operating procedures followed—if not, why not

### **HOW**

Use accident recording forms and an accident investigation kit to record the investigation and ensure you gather all necessary information.

### **AFTER THE INVESTIGATION**

- Provide copies of the forms used as well as any notes on the investigation to Winooski Insurance Agency Inc or your insurance carrier.
- If the accident is OSHA recordable, enter it into your OSHA log.
- Determine whether the situation or conditions that led to this accident exist anywhere else in the company.
  - If so, take action to correct this.
- Use the accident as an opportunity to review safety procedures, personal protective equipment use or any other applicable training with your employees.