

Accident Investigation

All near misses and incidents/accidents should be investigated in all work places.

WHY?

To prevent loss and protect:

- People
- Property
- Process
- Profits

Investigation should start as soon as possible after the accident/incident.

Two people should be involved in any investigation. Always attend the accident site for the investigation.

Ensure any first aid and medical attention is attended to first.

Interview the person involved and any witnesses.

- What happened?
- What did you see, hear etc.?
- Take photographs of scene if necessary.
- Describe anything useful before the event anyone may have noticed.
- Ensure no blame culture exists.

CONTROLS Management systems. What controls were in place, and why did they not work? What is needed?

METHOD Use OSH format e.g accident forms as a starter. Get the big picture. Record critical information. Use visuals such as photographs if necessary. How is the job usually done?

MACHINE Good working order, previous maintenance orders

MATERIAL Heavy objects, sharp edges, wrong type of material eg type of glove

PEOPLE Training, ongoing supervision, cycle of shifts, experience of operator

ENVIRONMENT Observations about heat/cold. Oil or other spills

INVESTIGATION PROCESS

Describe what happened / define trends	-	Gathering information
Determine real cause / and risks	-	Analyse and evaluate
Develop controls / solutions	-	Take action, document solutions

Investigations done well will:

- Reduce incidents
- Improve productivity
- Improve working conditions – morale of staff
- Always follow up on solutions

Useful website:

www.dol.govt.nz