

Accident Investigation and Reporting

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Difference Between Accident Reports and Accident-Analysis Reports

- There are accident reports and accident-analysis reports. The latter attempt to determine “why” and should be completed by a professional.

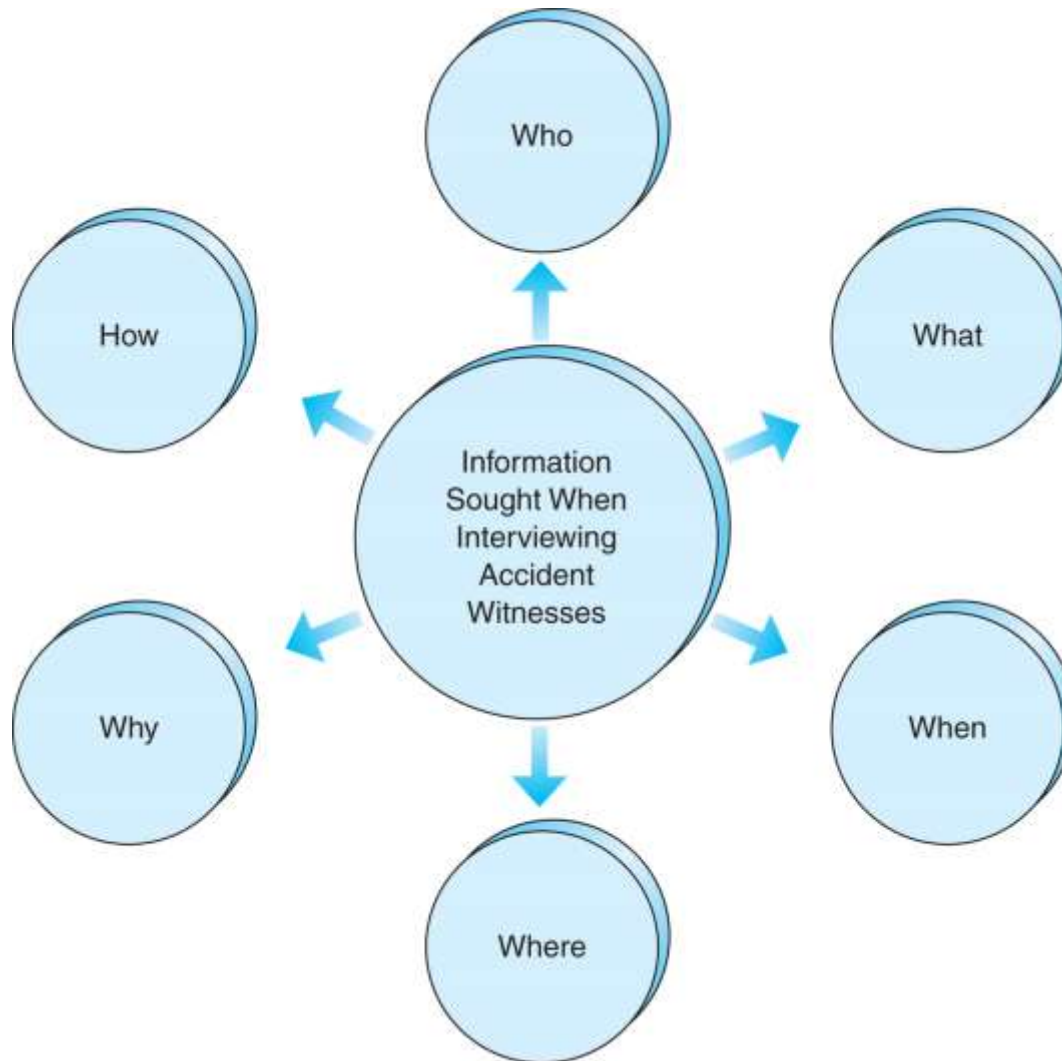
Accident Investigations

- Accidents are investigated to identify causal factors that could lead to other accidents if not corrected, not to assign blame.
- It is important to begin an accident investigation as soon as possible after an accident occurs so that evidence and the memories of witnesses are still fresh.

Accident Investigations

- Facts to be uncovered in an accident investigation can be summarized as: who, what, when, where, why and how.

Questions to ask when interviewing witnesses.



Reasons for Conducting Accident Investigations

- When accidents occur in the workplace, they should be investigated. Reasons for conducting accident investigations include:
 - Determine the cause so that future accidents can be prevented
 - Fulfill any applicable legal and/or regulatory requirements
 - Determine the cost of the accident

Reasons for Conducting Accident Investigations

- When accidents occur in the workplace, they should be investigated. Reasons for conducting accident investigations include:
 - Determine compliance with applicable safety regulations
 - Provide information for processing workers' compensation claims

Common Causes of Accidents

- Common causes of accidents fall into the following categories:
 - Personal beliefs and feelings
 - Decision to work unsafely
 - Mismatch or overload
 - Systems failure
 - Traps
 - Unsafe conditions
 - Unsafe acts

Conducting an Accident Investigation

- Steps for conducting an accident investigation are as follows:
 - Record all evidence
 - Photograph or videotape the accident scene
 - Identify witnesses
 - Interview witnesses

Team Approach to Accident Investigation

- Other members of the accident investigation team might include:
 - Employees with knowledge of the work in question
 - Member(s) of the safety committee
 - Union representative
 - Employees with experience in conducting accident investigations

Team Approach to Accident Investigation

- Other members of the accident investigation team might include:
 - Outside expert(s)
 - Local government representative(s)

Categories of Witnesses

- Witnesses to accidents fall into two categories:
 - Primary (eyewitnesses)
 - Secondary (were present at the scene, but did not see the accident)
 - Tertiary (were not present but have information that may be relevant)

Interviews

- Interviews should take place at the accident site whenever possible. When this isn't practical, interviews should take place at a neutral location that is private and where the witness is comfortable.

Getting at the Facts in an Interview

- The keys to getting at the facts in an interview are:
 - Put the witness at ease
 - Ask open-ended questions
 - Listen
 - Interrupt only if absolutely necessary

Eyewitnesses

- When possible, let eyewitnesses reenact the accident through simulation at the job site. Do not let them actually perform the tasks that led up to the accident.

The Accident Report

- The purpose of an accident report is to record:
 - The findings of the accident investigation
 - The cause or causes of the accident
 - Recommendations for corrective action
- Report forms should meet the record-keeping standards of OSHA.

Adding Perspective to Accident Photographs

- To overcome the perspective problem, place a familiar object in the photograph such as a ruler, coin, or even the photographer's finger.
- The added object will help viewers gain the right perspective on the subject of the photograph.

Sample accident report form.

Note: Complete one form for each injured worker.

ACCIDENT REPORT FORM

**Fairmont Manufacturing Company
1501 Industrial Park Road
Fort Walton Beach, FL 32548
904-725-4041**

Victim-Related Information

Person completing report _____ Case no. _____

Victim's name _____

Gender _____ Age _____

Date of accident/illness _____

Victim's home address/telephone _____

Victim's assignment at the time of the accident and length of time in that assignment:

Victim's normal job and length of time in that job: _____

Time of injury/illness and phase of victim's work day: _____

Severity of the injury (e.g., hospitalization required, first aid required, etc.): _____

Type of injury and body part(s) injured: _____

Exact location of the accident (which facility, department, place within the department):

Physician and hospital: _____

Accident-Related Information

Accident description with step-by-step sequence of events: _____

Task and specific activity at the time of the accident: _____

Posture/proximity of employee at the time of the accident: _____

Supervision status at the time of the accident: _____

Apparent causes including conditions, actions, events, and activities and other contributing factors: _____

Recommendations for corrective action: _____

Case numbers and names of other persons injured in the accident: _____

Witnesses to the accident, and dates/places of their interviews:

_____ Reporter name	_____ Date
_____ Employee name	_____ Date