

## ACCIDENT INVESTIGATION

Accident investigation is a systematic method for collecting factual information that makes it possible to accurately reconstruct the accident and determine the underlying reasons for the cause of the accident. The investigation is fact-finding, not fault finding. Once the primary causes for the accident have been determined, preventative measures can be identified and effectively instituted.

Each supervisor has a prominent role in conducting an accident investigation. The responsibility for conducting an accident investigation includes collecting the facts, determining the sequence of events that resulted in the accident, identify action to prevent recurrence, and provide follow-up to ensure that corrective action was effective.

All accidents should be investigated promptly regardless of their severity. Promptness of the investigation is essential since conditions at the accident scene change. Moreover, witnesses are more likely to relate circumstances as they were, without the added conjecture that comes late from discussions of the accident with other employees. Promptness in checking the scene assures employees that management is highly concerned for their well being. . The type of investigation depends on the nature and magnitude of the accident.

Each department supervisor/manager shall promptly investigate, thoroughly analyze, and report in writing to (add name) all accidents involving personal injury and/or property damage or the potential there for, once they occur.

Accident investigation reports shall be submitted within 24 hours of the first notice to the supervisor/manager.