How to conduct an accident investigation

1. **Establish an investigation team**: Include employees who have been trained to conduct an effective investigation. A typical team might include:
   - An employee from the work area where the accident occurred
   - A supervisor from a work area not involved in the accident
   - A maintenance supervisor or an employee who understands equipment or processes associated with the accident
   - The safety supervisor
   - A safety committee representative

2. **Gather information**: Record the facts about the accident. Interview witnesses and others involved.

3. **Analyze the facts**: Identify the accident’s causes and contributing factors. Determine how the accident could have been prevented.

4. **Report the findings**: Prepare a written report that describes who was involved, where the accident occurred, when it happened, and what caused it. Recommend, specifically, how to prevent the accident from happening again.

5. **Act on the recommendations**: Have management review the report and determine what will be done to prevent the accident.

6. **Follow up**: Ensures that appropriate corrective action was taken to prevent the accident.