

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.