



## Accident Investigation Guide

*Workplace accidents occur each and every day. The failure of people, equipment, supplies or surroundings, to behave or react as expected, causes most accidents. Accident investigation determines how and why these failures occur. To prevent an accident from recurring, you need to determine the root cause in the investigation process and then follow with corrective action.*

### Definitions

- Incident- Undesired event that could downgrade the efficiency of an operation. A near miss or near hit.
- Accident- The final event in an unplanned process that results in injury or illness to an employee and/or property damage.

### Six Step Process

- Accident investigations are systematic processes of identifying the underlying causes of incidents and implementing steps to prevent similar incidents from occurring. Here are the six steps:
  1. Preserve the scene (take pictures and/or videos).
  2. Collect the facts and interview witnesses.
  3. Develop a sequence of events.
  4. Determine the cause.
  5. Recommend improvements.
  6. Write the report.
- Safety Committee members should be involved in accident investigations, as a team they can determine the cause and give the Administrator recommendations on how to prevent it from happening again.

### Witness Interviews

- When questioning a witness, be sure to use the MMIC Witness Interview Guide. Six questions you should ask are:
  1. Who... Was injured? Saw the accident? Was working with the employee? Else was involved ?
  2. What... Was the accident? Was the injury? Was the employee doing? Has the employee been told to do?  
Specific precautions were necessary? Protective equipment was the employee using?
  3. When... Did the accident occur? Did the employee start the job? Were the hazards pointed out to the employee?  
Did the employee first sense something was wrong?
  4. Where... Did the accident occur? Was the employee at the time? Was the witness at the time?
  5. Why... Was the employee injured? Was the employee in the position?
  6. How... Did the employee get injured? Could the employee have avoided it? Could fellow workers have prevented it?  
Could the supervisor have prevented it?
- Always get a written witness statement as soon as the accident occurs, they help determine the root cause.
- Remember that the accident investigation is fact finding, not fault finding.