



UNIT-4

Accident Reporting & Investigations

Learning Outcomes

By the end of this unit the learner will be able to:

At the end of this workshop, you will be able to:

- Identify the responsibilities of supervisors and workers in hazard identification, assessment and control, safety and health inspections, and accident reporting and investigation
- Create an employee orientation checklist
- List the necessary health and safety training for employees
- Understand the importance of communicating health and safety information.

Unit 4

Accident Reporting & Investigations

Accident Reporting

Accident and Injury Reporting is the responsibility of all staff in the organization. Accident and injury reporting are usually governed by an organizational procedure. Generally, the procedure outlines each person's responsibility and includes forms that must be filled out by each person involved in the reporting.

Procedures vary from workplace to workplace but there are common elements to all, including:

Supervisor's (or Health and Safety Personnel) responsibility:

- to report all accidents or injuries that occur to their employees while at work.
- to receive all accident injury forms and Accident Witness Statements
- to complete supervisor's accident report forms
- contact worker's insurance company

Employee Accident or Injury Report includes:

- the date when the report is made
- the date, time, and place of the event
- personal details of those involved
- a brief description of the nature of the event
- signoffs (employee, supervisor, Health and Safety Personnel, etc.)
- report routing (supervisor, Health and Safety Personnel, Worker Insurer, etc.)
- method to maintain records

If you have access to an Internet connection, use it to research Accident Reporting Procedures. Discuss your findings in the space below.

Investigation Process

The investigation process usually consists of five steps:

1. Preparing for the investigation
 - Determining scope and necessary resources
2. Visiting the Scene
 - Conducting Interviews with as many witnesses as necessary
 - Collecting Physical Evidence
 - When did the accident occur?
 - Where did it occur?
 - Who was injured or what was damaged?
 - What caused the accident?
3. Analyzing information
 - Why did it occur?
 - How could it have been prevented?
 - How can a recurrence be prevented?
4. Reporting outcomes
 - A summary of what happened
 - Information gathered during the investigation
 - Witness statements
 - Information on injury or loss sustained
 - Conclusions and possible cause(s) of the accident
 - Supporting materials
5. Recommending solutions
 - Recommendations to prevent recurrence

Supervisor Responsibility

The supervisor's responsibilities related to Accident Investigations are to:

- help in the incident investigations
- complete all documentation
- develop recommendations
- ensure that follow-up occurs

Course Evaluation

Dear Trainee,

We have a special assignment for you during this workshop. We would greatly appreciate it if you could answer a few questions about your training experience. This will help us make your next experience even better! Please return this form to your trainer after the workshop.

Thank you!

Your Training Team

General Information

Workshop Information

Name of Workshop	
Location of Course	
Course Length	

A Bit About You (Optional)

Name	
Position	
Do you want to be contacted about your training experience?	
If so, please provide your telephone number and/or e-mail address.	

General Evaluation

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Overall, the training session was high quality.					
The course covered the material I expected.					
This training will be beneficial to me in the performance of my job.					
I had plenty of opportunities to practice what I learned.					
The course gave me specific ideas and tools to implement in my workplace.					
The trainer was professional, well-prepared, and knowledgeable about the topics at hand.					
The training facility was well-equipped and comfortable.					
Overall, this course was worth my time and money.					

Final Thoughts

If a colleague was going to take this workshop, what would you tell them?

If you could change one thing about this course, what would it be?

What was the most important thing that you learned today?

Do you have anything else to share?