



Toolbox Talk

Accident Reporting Investigation

- All accidents should be reported within 24 hours
- Use the accident reporting form in every case
- “Near-Miss” and “Report Only” accidents should also be reported **prior to leaving the work site**
- Document all accident facts and witness statements
- Use specific details about any injuries involved
- Search for accident causes and possible correction method
- Never place blame or fault in accidents – determine how to prevent in future
- Investigate all recordable injuries as soon as possible

5 Steps to Accident Investigation

- Determine all possible causes: Brainstorming, interviews, witness reports, pictures, re-enactments, inspection of injury area
- Determine all possible solutions and corrective measures
- Determine the root cause(s)
- Identify the most feasible corrective measures
- Establish corrective action and determine who will be accountable to complete

Who Should Investigate Injuries?

- Direct supervisor
- Managers
- Safety professional

Remember...

- Always investigate at the injury site — as soon as possible after the injury
- Search for the truth
- Have forms, witness statements, cameras, etc., available during an investigation
- Document all findings
- Accuracy and thoroughness help speed claims processing and reduce costs
- The goal of injury reporting is to be accurate, complete and prompt
- The goal of accident investigation is to determine the cause of injury and correct it



Topic: _____

Date: _____

Presented by: _____

Organization/Department Name

Attendee Printed Name	Signature

Comments: