# Incident/Accident Investigation

## What Should You Investigate?

```
All job-related _______ (injury and/or property damage)

All job-related ______ (could have caused injury and/or property damage) involving:

Employees
Clients/visitors
Property
```

#### What do we do?

Faculty and Staff are prohibited from providing non-

(cont.)

Report all accidents IMMEDIATELY to EHS Officer at 318-342-5177 or 318-557-1914

Never give medication, ever!

An incident/accident form is to be filled out within 24 hours

# Incident

#### Accident

An Accident is a series of unplanned events that caused personal injury or property damage

## Purpose of Investigation

Document facts/findings at the scene

Determine the cause

Implement corrective action to prevent future occurrence

# Who should investigate?

#### Secure Accident Scene

#### Control access to the scene--

Use barriers to limit entry

Use people to stand guard, if possible

Do NOT adjust or modify the scene

## **Gathering Information**

View accident scene promptly (Conditions can change)

Provide a clear description of the incident/accident

Provide a clear description of the location

Take photographs

Keep log sheet of photos taken

Indicate direction of view

## Gathering Information continued . . .

Collect any items associated with incident/accident

Label and secure items

Take measurements of pertinent items

Changes in elevation

Relevant distances

Size of equipment

## Gathering Information continued . . .

```
Identify witnesses
  Name, contact numbers, and home
  address
Get written statement (signed and
dated)
  What they _____ saw or heard
Conduct Interviews
  Document any verbal information
  Clarify reported information
```

### **Definitions**

A behavioral departure from an accepted, normal, or correct procedure or practice

## **Definitions**

## **Contributing Factors**

Uncontrollable Events

Nature

Animals/wildlife

Other people

#### Post-Test

What is the difference between an unsafe act and an unsafe condition?

Who is authorized to do accident investigations?

What is an incident?

Who completes the accident investigation section?