

Accident Investigation Process

Business Office Forum
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Accident Investigation Reporting Process

Why do we need a process?

- Injuries must be thoroughly understood to prevent repeat occurrences
- An investigation

pinpoints causes of an incident

provides and accurate analysis of the steps to be taken to prevent a recurrence

missing safeguards or corrective measures are put into place

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Who completes the accident report?

Business Manager - or staff member responsible for HR responsibilities

Supervisor of the individual(s) injured in the accident

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5 Steps to an effective accident investigation:

1. Gather information
2. Analyze the facts
3. Report findings
4. Act on recommendations
5. Follow up