

Accident Investigation

See also : [Accident Reporting](#) and [Accidents - Costs & Statistics](#)

INTRODUCTION

Accidents and dangerous occurrences can have significant cost implications for a business. The investigation of accidents, dangerous occurrences or other similar incidents should be seen as a means to make continual improvements to safety performance. The protection of employees and others as part of an effective health and safety management system can produce identifiable financial benefits for enterprises of all sizes.

Other reasons for investigating such incidents are to:-

- ensure compliance with health and safety legislation
- enable preventative actions to be taken quickly
- assist in monitoring safety policy implementation and development
- provide information to other interested parties (e.g. insurance companies, safety representatives etc.)

INVESTIGATING INCIDENTS

An investigation should seek to establish the sequence of events and identify the causes that led to the incident not to apportion blame. This should lead to prompt action being taken to prevent incidents of a similar nature. Relevant information should be obtained quickly by the investigator(s) in a format (manual or computerised) that helps the business meet its legal responsibilities and safety objectives effectively. Certain incidents will need to be reported to the appropriate enforcing authority.

However, for the purposes of incident investigation, further information might be required. Suggested headings are given on the following page.

Investigation may involve all or any of the following:-

- Interviews - injured person(s); witnesses; safety reps; employer or occupier of premises where the incident occurred; supplier; contractor.
- Inspection - incident site; documentation; equipment; inspection reports.
- Report writing - report prepared using the above information following a 'systems' approach (people, equipment, material and environment). Causes should be determined and actions specified to prevent any recurrence.
- Risk management or loss reduction procedures may also mean that the cost of incidents might be required.

Incident Investigation

Type of Incident	Reportable Injury	Dangerous Occurrence	Reportable Disease	Other (e.g. Near Miss)
Confirmation of report to enforcing authority	F2508		F2508A	Not Applicable

Location:

Date: Time:

Injured Person's Details:

Name/Home Address/Phone Number/Age/Sex/Job Title/Employment Location and Status/ Nature of Injury/Brief Circumstances of What Happened

Other Persons Interviewed

Name/Home Address/Phone Number/Job Title/Employment Location and Status/Details or Statement obtained.

Causes of Incident

Action to Prevent Recurrence

Action Required	Person Responsible	Target Completion Date	Actual Completion Date

Investigator

Name: Job Title:

Contact Details: Date Investigation Completed:

REFERENCES/FURTHER DETAILS

Publications

1. HSG96-The cost of accidents at work 1997 (HSE) ISBN 07176 0439 X
2. HSG65-Successful health and safety management 1997 (HSE) ISBN 07176 1276 7.
3. HSG137-Health Risk Management : a practical guide for managers in small and medium- sized enterprises 1996(HSE) ISBN 07176 0905 7
4. Five steps to successful health and safety management : Special help for directors and managers (INDG 275) (free leaflet) (HSE) www.hse.gov.uk/pubns/indg275.pdf