



# TAILGATE/TOOLBOX SAFETY MEETINGS



Safety Services Company-Safety Meeting Division, PO Box 78402, Corona, CA 92877 Toll Free (866)204-4786

Company Name: \_\_\_\_\_ Job Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

## Topic 116: What to do After an Accident/Accident Investigation

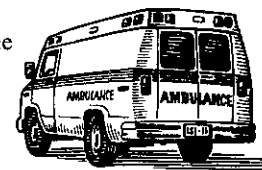
**Introduction:** Despite your best efforts, you may never prevent all workplace accidents and near miss incidents. Many accidents and near-miss incidents (incidents where an employee barely avoided injury) have preventable causes. Examples include unenforced policies, lack of supervision, and inadequate training. By investigating all accidents and near-miss incidents, you show concern for employees' health and safety, and reduce the chance that the accident will happen again. Recurring accidents are an indication of problems in the workplace. Following are steps to take to perform a thorough accident/incident investigation:

- Respond to the accident scene** - When you respond to the accident scene you should:
  - \* **Assess the situation** to get an overall picture of what has happened. \* **Evaluate the condition** of the victim; determine the nature and extent of injuries. \* **Notify emergency medical services** if the victim is in need of medical attention.
  - \* **Perform first aid** for the victim if the situation is critical. Wear personal protective equipment Do not exceed your level of first aid training.
- Secure the accident scene** -
  - \* **Ensure that** you and the victim are in no further danger from hazards at the scene. Do not move the victim unless necessary. \* **Issue personal protective equipment** as necessary for the situation. Provide lighting or other emergency equipment needed. \* **Preserve the evidence** of the accident; do not allow evidence to be moved or cleaned up until you are through with your investigation. \* **Keep management informed** of the situation as you make progress in your investigation.
- Investigating the Accident** -
 

**Identify the evidence** such as tools and equipment, position of victim relative to tools and equipment, environment of the accident scene, cleanliness of the accident scene, equipment ID. numbers, condition of equipment, floors, personal protective equipment, etc.

**Identify contributing factors.** In addition to physical evidence, there may be other factors that contributed to the accident. Examples of contributing factors are: Operator errors, violating procedures or policies, employee's attitude and training, Health and safety records; or substance abuse.

**Collect the evidence.** Identify, and preserve accident information so that it can be analyzed later and used to determine the cause of the accident. You may want to take pictures, make notes or drawings of the accident scene, or interview witnesses.
- Review the evidence** - gathered during your investigation. When reviewing your evidence, you should:
  - \* **Focus** on the who, what, when, where, how, and why of the accident. \* **Review** any pictures or drawings made of the accident scene, and the facts surrounding the accident. \* **Evaluate** the physical evidence and information to determine the cause of the accident. Talk to witnesses and victims to help your accurate assessment of the event.
- Determine the cause(s) of the accident**-
  - \* **Examine every possible cause**, be careful not to focus entirely on one particular cause until you have reviewed all possibilities. This will allow you to correct all potential hazards in the future. \* **Evaluate any reasons** for employee actions. Try to determine why an employee acted the way they did before the accident. \* **Determine if** there was anything unusual about the work conditions before the accident, determine whether the employee was properly trained, or if the employee was properly instructed about the task required.
- Develop corrective and preventive actions**-
  - \* Make a list of corrections and preventative actions that will prevent further accidents on your jobsite. \* To help determine the actions that will be recommended to management, you should get input from employees, maintenance, engineers, etc.
- Report your results** - The final step in an accident/incident investigation is to report your results to management.
  - \* **Provide a complete** and accurate description of the accident; include any pertinent facts on who, what, why, where, when, and how.
  - \* **Report the problem** you have determined to be the cause of the accident, include any actions that may have contributed to the accident.
  - \* **Make your recommendations** based on the results of your investigation that you believe will help to prevent further accidents.



**Conclusion:** The prevention of repeated accidents is the primary reason for doing accident/incident investigations. Investigations will also help identify related problems in the workplace which may then be dealt with before becoming an accident which will require investigation.



### Work Site Review

Specific Work-Site Hazards and Safety Suggestions: \_\_\_\_\_

Employee Signatures: (My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent, reportable, job-related injury or illness.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Foreman/Supervisor's Signature: \_\_\_\_\_

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.