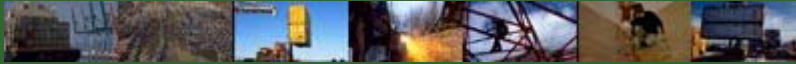




Safety Meeting Outline



SMO 05-0601

ACCIDENT INVESTIGATION REPORTS

By SeaBright Insurance Loss Control

The purpose of an accident investigation is not to find or place blame, but to identify the specific cause or causes of the accident. The accident causes determined as a result of the investigation are then applied in an effort to stop the recurrence of similar incidents.

Writing down the facts surrounding an injury is a proven way to determine the true cause of the event. The accident investigation report document becomes the written chronicle of the events leading up to and at the time of the accident. The report is normally filled out by the injured person's supervisor, since the supervisor is the most knowledgeable person regarding what the worker was doing at the time of the event, other than the worker themselves. It is critical that the person injured and any witnesses contribute their information and point-of-view so a thorough and accurate depiction of the facts can be reported. Here are some tips on what information that assists finding the accident's true cause. The steps in an accident investigation will include:

1. Interviewing the accident victim.
2. Interviewing any available witnesses.
3. Evaluating the accident scene, if available.
4. Gathering all available information.
5. Analyzing the information and developing conclusions from the information.
6. Writing and submitting the Accident Investigation Report.
7. Recommending and taking corrective actions designed to prevent recurrences and taking action on those recommendations.

Thought provoking questions must be asked when interviewing the injured person or witnesses. Using "open-ended" questions and providing ample time for the person to respond are critical. Make sure to ask the following and don't forget to take notes.

1. Who was involved in the accident?
2. What happened?
3. When did it happen?
4. Where did it happen?
5. How did it happen?
6. Why did it happen?

These questions usually spur additional questions. There may be many other specific questions developed by the supervisor doing the investigation. If you know important information that should be reported to locate the true cause of the accident, then make sure to provide the information to help develop a safer work place. If you have suggested corrected actions to offer, then communicate your ideas to the supervisor as well.

Everyone benefits by contributing to quality accident investigations that result in effective corrective actions. The goal of investigations is to create a safer workplace going forward. Productivity increases with a safer workplace, and everyone wins in the end. Your contribution is valuable in achieving the goal.

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SAFETY MEETING AGENDA

DEPARTMENT/JOB SITE: _____ MEETING DATE: _____

1. **Open Meeting & Present safety topic:** _____
2. Read minutes from previous meeting.
3. **Persons present:**

4. **Old Business** – Status of previous recommendations. Discuss pending old business if any.

5. **Accidents** – Discuss accidents and near misses that have occurred since the last meeting. Brief summary of accidents to date by number and type. Note any trends. Discuss corrective action taken, or needed. Concentrate on accident causes to make everyone more aware.

6. **Inspection Reports** – Report on findings and recommendations of any inspection reports made since last meeting.

7. **New Business** – Solicit employee suggestions. Discuss new procedures, changes to company safety policy, etc.

TIME MEETING STARTED: _____ TIME FINISHED: _____

MEETING CHAIRED BY: _____ TITLE: _____