

# **ACCIDENT INVESTIGATION** **(incl. DANGEROUS OCCURRENCES)**

(See also : [Accident Reporting\(4\)](#); [Accidents - Costs & Statistics\(5\)](#))

## **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. 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.

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**July 2002**

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SECTION: Accident Investigation (incl. Dangerous Occurrences)		PAGE No. 1 of 3

# Incident Investigation

Type of Incident	Reportable Injury <input type="checkbox"/>	Dangerous Occurrence <input type="checkbox"/>	Reportable Disease <input type="checkbox"/>	Other (e.g. Near Miss) <input type="checkbox"/>
Confirmation of report to enforcing authority	F2508 <input type="checkbox"/>		F2508A <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

**ACCIDENT INVESTIGATION (incl. DANGEROUS OCCURRENCES)**

**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:....

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## **CHECKLIST - ACCIDENT INVESTIGATION** **(incl. DANGEROUS OCCURRENCES)**

- |  |     |    |
|--|-----|----|
| 1. Do you have a (written) system for investigating incidents (accidents, dangerous occurrences etc.)?                   | YES | NO |
| 2. Are relevant personnel instructed or trained in the investigation of incidents?                                       | YES | NO |
| 3. Do investigators have access to an 'Investigation Kit' to aid investigations (e.g. camera, tape measure, forms etc.)? | YES | NO |
| 4. Do you link incident investigation to remedial work action plans?   | YES | NO |
| 5. Do you know how much such incidents cost your business/sector of industry?  | YES | NO |
| 6. Do you monitor, and aim to reduce, losses arising from accidents and dangerous occurrences?                           | YES | NO |

**N.B. Some of the above questions may be more relevant to larger business.**

- |  |     |    |
|--|-----|----|
| 7. Do you encourage 'near miss' reporting? | YES | NO |
|--|-----|----|

### **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](http://www.hse.gov.uk/pubns/indg275.pdf)

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\* Available to view by prior arrangement at Nuneaton and Bedworth Borough Council, Environmental Health Services, Council House, Coton Road, Nuneaton. CV11 5AA

\*\* Free copy available from Nuneaton and Bedworth Borough Council at the above address.

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