



## Accident/Incident/Near Miss Investigation

**TL Safety** can provide one of our health and safety consultants to carry out industrial accident, incident or near miss investigations at your workplace. Following the investigation we can provide a detailed report outlining the findings and our recommendations.

One of the best ways to avoid further accidents is to understand how an accident occurred and how to avoid that type of accident in the future. The accident investigation is a tool. ***The goal is not to lay blame.***

The goal in an accident investigation is to:

- Satisfy legal requirements.
- Find out what happened and determine immediate and underlying or root causes.
- Rethink the safety hazard.
- Introduce ways to prevent a recurrence
- Establish training needs.

An accident, a near miss and an incident should all be investigated. Accident investigations are a tool for uncovering hazards that either were missed earlier or require new controls (policies, procedures or personal protective equipment). Near-miss reporting and investigation identify and control safety or health hazards before they cause a more serious incident. **Incident investigations should focus on prevention.**

**ACCIDENT** — an undesired event or sequence of events causing injury, ill-health or property damage.

**NEAR MISS** — near misses describe incidents where, given a slight shift in time or distance, injury, ill-health or damage easily could have occurred, but didn't.

**INCIDENT** — an incident is an unplanned, undesired event that hinders completion of a task and could have caused injury or other damage.



## **Recommendations**

- Conduct an investigation as soon as possible following the event to gather all the necessary facts, determine the true causes of the event, and develop recommendations to prevent a recurrence.
- Get there as quickly as possible.
- Ensure the area is safe to enter.
- Make sure injured person has first-aid or medical attention required.
- Safeguard any evidence.
- Look for witnesses.
- Establish what happened
- Record the scene with photos (ideally date and time printed) or sketches.
- Prepare your report and identify findings and recommendations.

## **Equipment that may come in handy:**

- Pens and notebook
- Measuring tape
- Specimen containers
- Camera and film
- Tape recorder and cassettes
- Copies of accident report forms, checklists
- Telephone numbers
- Personal protective equipment
- If you have a drugs and alcohol policy you may want to consider screening if your Policy permits it.

## **Investigate**

The investigation should answer six questions:

- Who?
- What?
- When?
- Where?
- Why?
- How?



### **Interview**

Interview *all* people involved. Look for *all* the causes. Do not fall into the trap of blaming the employee or contractor, even if the person admits causing the event. Investigate the procedures, supervisor's instructions, training, machinery and weather conditions etc.

### **Document**

Properly document all accident investigations using your approved investigation form. The form should make it simple to remember what questions to ask, be easy to understand and complete, and be filed and retained in chronological order.

### **Protect Privacy**

Investigation reports are not to be released to anyone without authorisation.

### **Review**

Review all accident, incident and near-miss investigations occurring since you last safety committee meeting and discuss them at the next safety meeting.

Review your risk assessments following an accident, incident or near-miss to ensure they are still suitable and sufficient. Amend your controls or add new ones as appropriate depending on the outcome of your findings.

When reviewing your risk assessments take into account previous accident statistics.

Contact TL Safety on 07749 838367 for assistance with accident, incident and near-miss investigation and reports.

**THINK SAFETY – THINK TL SAFETY**