

## I. INSTRUCTIONS:

1. Use the “**GENERAL ACCIDENT INVESTIGATION FORM**” for any employee accident. However, go to #2 if the accident involved a slip/trip/fall or strain injury.
2. Use either the “**SLIP/TRIP/FALL ACCIDENT INVESTIGATION FORM**” or “**STRAIN INJURY ACCIDENT INVESTIGATION FORM**”. These particular investigation forms are better suited to retrieving specific accident causal factors.
3. Upon Completion of interview, complete **Section III** and then send entire form to safety committee.
4. Safety committee is to complete **Section IV**.  
Note: Your accident investigation is a means of finding factual data of an accident with the intention of facilitating, changing or improving the work environment for your employees. Your accident investigation is not used to document data to submit a workers’ compensation claim.

**REMEMBER:** When an employee is injured:

1. Get the person professional medical attention.
2. Protect others.
3. Minimize property damage.
4. Stabilize the situation.
5. Conduct an investigation.

General guidelines for investigating accidents:

- Go to the scene of the accident immediately while the facts are fresh.
- Inspect and record any changed physical characteristics or conditions of the accident site
- Preserve any physical evidence, such as potentially defective equipment.
- Take photos to help preserve the scene (i.e., puddles on the floor, overturned storage shelves and spilled contents).
- Talk to the injured person, if possible.
- Talk to any eyewitnesses.
- Ask simple open-ended questions, one question at a time, and attempt to have events related chronologically to ensure thorough coverage.
- Distinguish a person’s actual knowledge from hearsay.
- Ask when, where, who, how, and what was said or done.
- Avoid opinions, judgments or conclusions and be as objective as possible.
- Avoid commenting on the information gathered except to confirm your understanding or to clarify.
- Stress getting the facts.
- Do not comment on liability or fault during the investigation, but listen for clues in the conversation around you.
- Unsolicited comments often have merit.
- Review and finalize any notes immediately upon completion of your inspection and any interview or other communication with those involved.