



## ACCIDENT INVESTIGATION AND REPORTING

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Most accidents are caused by the failure of people, equipment, materials, or environments to behave or react as expected. Accident investigations are an important part of the company's accident prevention program; they are performed to determine how and why these failures occurred and to prevent similar or more serious additional accidents.

It is the responsibility of supervisors to perform an accident investigation on all injury accidents. Accident investigations are to be conducted with prevention in mind and should not be done to place blame.

Most accidents can be prevented by eliminating one or more causes. Accidents are analyzed to determine not only what happened, but how and why. The investigator should examine each event as well as the sequence of events that led to the accident. The accident type is also important. The recurrence of accidents of a particular type, or those with common causes, indicates areas needing special accident prevention emphasis.

It is also important, to be able to record and track the complete accident experience. Accident/Incident Report forms are developed to provide this accident information in a uniform manner.

All accidents occurring on the job that result in injury must be investigated and reported. Untimely reports result in unnecessary fines and delayed claims. Incidents—accidents involving no medical or time lost—must be reported on an Accident Report form.

The supervisor must discuss the incident with the associate and any witnesses before completing the reports. The supervisor must also make any necessary changes in procedures or conditions to prevent similar accidents.

The Accident/Incident Report form should be completed as soon as possible after the accident. The purpose is to gather facts on how the accident happened, names of witnesses, and what type of medical treatment was required. A copy of the completed Report of Accident must be sent to Corporate Health and Safety Department.

The Corporate Health and Safety Manager may decide to investigate the accident further. Supervisors should assist him in this investigation. Because of the lag time associated with written reports, all serious accidents should also be reported by telephone to Corporate Health and Safety Manager as soon as possible.

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NOVEMBER - WEEK 1

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: ELECTRICAL PROFESSIONAL SERVICES, INC.

Trainer: \_\_\_\_\_ Trainer's Signature: \_\_\_\_\_

Class Participants:

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