

# Accident/Incident Investigation

## Investigating Incidents on Site

Investigating and learning from accidents and other incidents is important, since it can prevent a recurrence. It is an essential part of the risk assessment review process. Investigation and review should take place for all incidents, although there may be no need to document the results in very minor cases.

Incidents which could be significant will usually require a written report. Details of the incident can be reported on an Incident Record form. Armed with this initial information, the appropriate manager should carry out a preliminary investigation and should ask the following questions:

- are photographs, sketches or measurements appropriate and available?
- have witnesses given statements?
- could the incident reasonably have been prevented?
- could the incident have resulted in a worse outcome?

For further information and advice refer to Guidance Note Accidents subtopic *Incident, Hazard and Near Miss Checklist*.

The preliminary report of the incident should be passed to the appropriate manager, who will carry out a more detailed or specific investigation if necessary.

The results of any investigation should be recorded. It may also be appropriate to hold a debriefing session with staff on site, particularly if lessons have been learned and changes implemented.

If an enforcement officer has carried out a separate accident investigation, it may be appropriate to let them know the outcome of your own investigation.

## Overview

- Draw up and implement a suitable procedure for managing accident/incident records
- Nominate suitable individual(s) who will receive accident/incident records for secure storage
- Monitor accidents/incidents to spot trends
- Investigate accidents/incidents to determine the underlying cause
- Develop and implement suitable controls to prevent reoccurrence
- Familiarise yourself with the types of accidents that require to be reported

## **Further Guidance**

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