proActive Safety Services

Weekly Safety Meeting

Train. Protect. Prevent.

Accident Investigations

An accident is an unexpected event that can cause injury and can occur at the workplace, or any other place, due to human or machinery error. Accidents might be the result of a near miss, any dangerous event, horseplay, work tools or equipment that were not inspected prior to use, poor housekeeping practices, and improperly trained employees. In the case of accident, it is very important to focus on the root cause in order to prevent the accident from recurring in the future. This should be part of the accident investigation and recording procedure. Accident investigations must be comply with OSHA laws and regulations. Remember, safety training in accordance with the OSHA requirement is key for a safe workplace.

Investigations Must be In Writing and Include the Following:

- Cost of damage
- Location of accident
- Photographs to document the location/scene of the accident
- Name of the witnesses
- All must be interviewed
- The cause of the accident
- List of probable causes
- Who or what is responsible
- Most probable cause must be determined
- What the normal condition was before the accident occurred
- How the accident happened
- Data must be analyzed
- Investigation must be recorded and saved
- The summary must include recommended action to prevent another recurrence of the accident in the future

Work Site Review: **Hazards/Safety Suggestions**

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_____

_____

Company Name: _____ Work Site Location: _____

Date: _____ Start Time: _____Finish Time: _____ Foreman/Supervisor: _____

Employee Signatures: **(continue on back of sheet if necessary)**

_____ _____ _____

_____ _____ _____

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced , or sustained any recent job-related injury or illness)

Manager/Supervisor's Signature: _____

Disclaimer: The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not super cede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations

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