

Chapter 2 - Form 3: How to Conduct an Accident Investigation

Instructions: Use this form to conduct an accident investigation by the Campus Safety Committee

1. **Establish an investigation team:** Include employees who have been trained to conduct an effective investigation. A typical team might include:
 - An employee from the work area where the accident occurred,
 - A supervisor from a work area not involved in the accident,
 - A maintenance supervisor or an employee who understands equipment or processes associated with the accident,
 - The safety supervisor.
- A safety committee representative.
2. **Gather information:** Record the facts about the accident. Interview witnesses and others involved.
3. **Analyze the facts:** Identify the accident's causes and contributing factors. Determine how the accident could have been prevented.
4. **Report the findings:** Prepare a written report that describes who was involved, where the accident occurred, when it happened, and what caused it. Recommend, specifically, how to prevent the accident from happening again.
5. **Act on the recommendations:** Have management review the report and determine what will be done to prevent the accident.
6. **Follow up:** Ensures that appropriate corrective action was taken to prevent the accident.

There are some accidents that have to be reported to Oregon OSHA. www.orosha.org
Send completed report via intercampus mail to Env. Health & Safety: SY CSB 314.

*** OFFICE USE ONLY ***

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Gather information: Record the facts about the accident. Interview witnesses and others involved.

1. **Date of report:** _____ **FILE #:** _____
2. Date and time the accident or incident was noticed or occurred:
Date: _____ **Time:** _____
3. Location of accident or incident: **Campus/Center:**

Building: _____ **Room/Area:** _____
4. Witness(es) to the accident or incident: (Name, Location, Phone #)

Analyze the facts: Identify the accident's causes and contributing factors. Determine how the accident could have been prevented.

5. Describe accident or incident by including the following:
What, Where, When, Why, Who, How, Injuries, People, or Property at risk?;

Report the findings: Prepare a written report that describes who was involved, where the accident occurred, when it happened, and what caused it.

6. Recommend, specifically, how to prevent the accident from happening again?

Act on the recommendations: Have management review the report and determine what will be done to prevent the accident.

7. Suggestion(s) to prevent the accident, or to correct hazard(s):

Follow up: Ensures that appropriate corrective action was taken to prevent the accident.

8. What are the corrective actions taken to prevent the accident, or to correct the hazard(s):
