



TOOLBOX TALK #15

Monday Morning Safety Reminders

Vol. 1 No. 15

ACCIDENT INVESTIGATION

We've talked in the past about the importance of reporting accidents and how we can learn from them. Today, we are going to review what happens after an accident is reported. Our company has a formal accident investigation program in place. We investigate all accidents, whether or not injury or damage resulted from it.

When you report an accident to me, we follow a standard format to first determine the people involved, the basic facts of the accident – such as when and where it happened – and the details of the accident. We don't gather these facts to use against any specific person. Rather, we use them to determine the following:

- What was the main cause of the accident
- Were safety policies being followed at the time
- If an injury occurred, was that injured person adequately training
- What can be done to prevent a recurrence of the accident

That last point is the most important thing that comes out of an accident investigation. It entails actions that can be taken both by the company and by the crew to prevent an accident from recurring. I noted that we don't do these investigations for disciplinary purposes. Obviously, if any of us are repeatedly causing accidents again and again there would need to be some action taken, but we don't find that to be the case very often. Typically, we learn from accidents and take the proper steps to prevent them from recurring.

In reporting accidents, provide us with as much information as possible so that we can conduct a meaningful investigation.

Facilitator Notes: Explain specifically who will do what in the event of an accident investigation. If you will conduct the investigation, let them know. If another supervisor or member of management is responsible, they should know that as well. Your crew will respond better to more information than to less. If you have a substitute word for *investigation* such as *review* or *evaluation* as a means of softening worker fears, then substitute that word in your talk. You want your crew to be open and honest in reporting accidents.

Additional Notes: _____

Crew Member Comments: _____

Presented By: _____ **Date/Time** _____

Attendees: _____

List additional attendees on back of sheet