

“Accident” Investigation

Like many things in business, “accident” investigation is often better done in teams. The team members must be trained. The Analysis Reference Tree-Trunk, Tripod and Minicam methods seemed to be the most favoured in Australia.

Explain A.R.T.T. and emphasise the need for the time zones

The “accident” investigation process

Provide first-aid and medical care to injured persons and make the site safe

Ensure Emergency Response Plans are activated

Conduct a risk assessment to determine level of notification, investigation and reporting

Report the ‘accident’ as required by local regulations and site procedures. Many organisations have a matrix outlining what types of incidents are reported to various company officers. Workplace Health & Safety Qld and the Police may have to be notified

Secure the site until the organisation’s and D.W.H.S. investigation is complete.

Notify next of kin

Investigate and report essential factors.

Sources of information include original design, design specification, drawings, operating logs, purchasing records, previous reports, maintenance logs, procedures, verbal instructions, inspection and test records, alteration or change of design records, job safety analysis, records of previous training and job performance of the employees and supervisors involved. Never make assumptions, it is appropriate to develop a hypothesis and test it against available evidence.

Have relevant persons sign a written statement

Use open questions.

Take heaps of photos from many angles

It may be appropriate to develop a sketch or diagram

Take samples, tag & preserve them

Do not move evidence

Identify the people involved and isolate and separate them. Interviews at both the scene and a quiet place will probably be required. It is essential to put those being interviewed at ease

It may be necessary to recreate the incident with due regard to safety

Report the findings

Develop a plan for short- and long-term corrective action using Haddons 10 countermeasures.

Disseminate key learnings to stakeholders

Implement the corrective action plan

Obtain sign-off by management

Evaluate the effectiveness of the corrective action

Make changes for continuous improvement

Notify other sections of the organisation and your industry about the circumstances of the incident.

ACCIDENT INVESTIGATION KIT (To be left in vehicle)

Digital camera with spare batteries

Micro cassette recorder with spare batteries & tapes

Tape measure (up to 50 metres)

Specimen containers

Number of sealable plastic bags

Clipboard & writing paper

Copies of accident report forms

Disposable gloves

High visibility barrier tape

4 cans Florescent spray pack paint(various colours)

Dolphin torch & spare battery

Stanley knife
Marking pen
Biros
Statutory declaration forms
2xPortable flashing yellow lights
6xWitches hats
P.P.E. and high visibility, reflective vest
First-aid kit
Water
Identification tags
Compass
Lock-out padlock may be needed
Magnifying glass
Paper towelling
Danger & Out of Service tags