



Safety Meeting Outline



SMO 06-1201

REPORTING AND INVESTIGATING AN ACCIDENT

By SeaBright Insurance Loss Control

Good accident investigation tries to answer these questions:

- What happened?
- When did it happen?
- Where did it happen?
- Who was involved?
- Why did it happen?
- How can it be prevented from happening again?

When these questions are answered for all accidents and near misses, patterns often emerge and preventable causes are often discovered. But the patterns may not be true unless information gathered during the investigation is complete and accurate. The observations of co-workers, as well as from employees that were directly involved, can be critical. It helps if everyone will:

- Make mental or written notes about the accident, immediately after the occurrence.
- Avoid talking to others before talking to the investigator, since this may confuse the facts.
- Answer all questions about the incident as accurately as possible.
- Take the investigation seriously--give it your best. We are trying to stop similar injuries!

The *first* thing to do when an accident happens is make sure the worker's injuries are treated. The next step is to carefully investigate the events surrounding the accident. The reason for investigations is not to place blame on anyone, but to learn what happened--so similar incidents can be prevented in the future. Every involved employee plays an important role in the investigation process.

Should *all* accidents be reported and investigated? Yes. But, ideally, not only accidents, but *near misses* as well. The study of near misses can help prevent more serious incidents, where someone is actually injured. Such investigations needn't always be extensive, but near misses often indicate trends or hazardous conditions that can be corrected.

Top priority will be given to the most serious events. An accident that results in hospitalization or death must be immediately followed by a thorough investigation, once the injured receive care. Multiple injuries and fatalities may also be investigated by OSHA and insurance personnel, so accurate facts must be gathered carefully. Photographs, samples and measurements are often necessary.

The actual investigation is generally carried out by a supervisor or others who have been specifically trained. Nevertheless, all employees play an important role in the accident prevention process and in preventing future mishaps. Once employees understand why it's important for them to report all accidents and near misses, and to cooperate fully with investigations, everyone can benefit from their experience and input. Employees should constantly be alert to potential causes of accidents--before they happen. All unsafe acts or conditions should be reported to a supervisor immediately, whether or not someone has actually been hurt.

PREVENTING ACCIDENTS IS EVERYONE'S RESPONSIBILITY!

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SAFETY MEETING AGENDA

DEPARTMENT/JOB SITE: _____ MEETING DATE: _____

1. **Open Meeting & Present safety topic:** _____
2. Read minutes from previous meeting.
3. **Persons present:**

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

4. **Old Business** – Status of previous recommendations. Discuss pending old business if any.

5. **Accidents** – Discuss accidents and near misses that have occurred since the last meeting. Brief summary of accidents to date by number and type. Note any trends. Discuss corrective action taken, or needed. Concentrate on accident causes to make everyone more aware.

6. **Inspection Reports** – Report on findings and recommendations of any inspection reports made since last meeting.

7. **New Business** – Solicit employee suggestions. Discuss new procedures, changes to company safety policy, etc.

TIME MEETING STARTED: _____ TIME FINISHED: _____
MEETING CHAIRED BY: _____ TITLE: _____