

**ALL ACCIDENTS/INCIDENTS AND NEAR MISSES MUST BE REPORTED TO YOUR SUPERVISOR, SAFETY DEPARTMENT, AND CLIENT REPRESENTATIVE.**

### **Guidelines for Accurate Accident Investigation**

1. Discuss the incident with witnesses and involved employee(s).
2. Inspect the materials and/or equipment involved.
3. Analyze methods and working conditions for unsafe circumstances.
4. Make a determination of the cause(s), circumstances, conditions, etc., that lead to the incident, and record them in your report. Avoid indefinite and vague terms in the report (i.e.: carelessness, disregard, etc).
5. Make corrective measures that are available to you and suggest any additional possibilities to management for preventing future similar incidents. Maintain a positive attitude that all accidents are preventable, they are caused by error, and that a supervisor's job is to prevent them.
6. Forward your written report to the project's Safety Manager.

### **Accident Causes – Samples of Contributing Conditions**

- |  |                              |
|--|------------------------------|
| 1. Not guarded                                 | 6. Improper illumination     |
| 2. Defective tools, equipment, materials, etc. | 7. Improper ventilation      |
| 3. Unsafe design or construction               | 8. Improper dress or apparel |
| 4. Hazardous arrangement                       | 9. Poor housekeeping         |
| 5. Inadequate personnel protective equipment   | 10. Congested work area      |

### **Accident Causes – Samples of Contributing Unsafe Acts**

- |  |  |
|--|--|
| 1. Operating without authority                                 | 9. Unsafe loading, placing, mixing, etc.                                     |
| 2. Failure to warn or secure                                   | 10. Failure to use equipment provided  |
| 3. Operating at unsafe speeds                                  | 11. Incorrect lifting or carrying  |
| 4. Not using a safety device                                   | 12. Taking an unsafe position  |
| 5. Use of a known broken or defective tool, or equipment, etc. | 13. Cleaning, adjusting, etc., machinery, power tools, etc., while in motion |
| 6. Improper use of tools, equipment, etc.                      | 14. Horseplay  |
| 7. Wearing defective or misapplied PPE                         | 15. Act of a fellow employee   |
| 8. Disregarding instructions                                   | 16. Removal of guards or safety devices                                      |