

TOOLBOX TALK

DISCUSS WITH CREWS

mm/dd/yyyy

ACCIDENT INVESTIGATION TIPS

Topic Overview

The purpose of conducting an accident investigation is to find out what happened so that we can take steps to prevent similar incidents in the future.

Properly Conducted Investigations

Properly conducted investigations must be thorough and can help us learn from our mistakes. They can help us learn from our mistakes. Unfortunately, accident investigations can fail because employees “go through the motions” while completing the investigation.

The most important point to remember while conducting an accident investigation is that: Accidents are caused. The focus of an investigation should be to determine ROOT CAUSES. Once these root causes have been identified, actions should be taken to:

1. Eliminate the hazard (eliminate process, substitute materials...), or
2. Isolate the hazard (guards, procedures...), or
3. Protect the worker through additional PPE (glasses, gloves...)

Accident investigations are **FACT-FINDING FUNCTIONS, NOT FAULT-FINDING MISSIONS!**

Workers should feel willing to talk freely with investigators, because they can be assured that disciplinary action will not be initiated if the accident was unintentional.

Remember, conducting accident investigations can be one of the most useful tools in preventing future accidents, so ensure that they are given the time that they deserve.



Excavator on its side in South Surrey

TOOLBOX TALK

LOCATION		DATE	
PRESENTED BY		TIME	

Review previous Workplace Inspections

Review previous Accident/Incident/Near Misses

Other Safety Issues or Suggestions made by Staff

Attendance Record

NAME	SIGNATURE	NAME	SIGNATURE

TOOLBOX MEETING REVIEWED	NAME (PRINT)	SIGNATURE	DATE
MANAGEMENT REP			
WORKER REP			