

Supervisors- Things to Consider When Conducting an Accident Investigation

Training:

- Has the employee received the proper training? Consider whether special training/job specific training is required?
- If so, how long ago? Was the training given before the employee was assigned to do the job?
- Have refresher training recommendations been followed?
- Trends? Is this a stand-alone incident?
- Does the employee have a history of incidents similar in nature?
- Did the employee follow the proper procedure(s), instructions, or training provided?

Personal Protective Equipment (PPE):

- Is PPE required for the task/job the employee was performing?
- If yes, was the PPE being used?
- Was there a problem with the condition of the PPE being used?

Environmental and Human Factors to Consider:

- Work area layout (poor design, close clearance, etc.)
- Housekeeping issues?
- Weather? Lighting? Time of day?
- Was the employee: distracted, stressed, influenced by emotions , tired/fatigued, hurrying?
- Unaware of a hazard? Engaging in horseplay?
- Possibly influenced by alcohol or medication/drugs?

Cameras, Surveillance Footage, Witnesses:

- Are any cameras mounted near the vicinity of the accident? If so, consider reviewing the video footage.
- Are there any witnesses that might have seen the accident from another position/location (employees not listed as witnesses)?

Stains and Sprains from Lifting, Carrying, Moving Heavy Objects:

- Did the employee analyze the load before starting?
- Was the load too heavy or awkward for 1-person to handle?
- Consider separating the load into smaller/more easily managed pieces or resting between repetitive lifts?
- Use good/proper body mechanics – i.e., lifting with legs; not back, no twisting?
- Had they confirmed the path was clear before starting?
- Was a mechanical device, i.e., a cart, dolly, furniture sliders, etc., available the employee could have used to avoid lifting/carrying the item(s)?
- Did the configuration of the work/storage area contribute to the injury, i.e., congested/tight space, heavy items stored up high, etc.?