



Accident Investigation

One way to promote workplace safety is through accident investigations. The primary objective of accident investigation is prevention. Finding the cause of an accident and taking steps to control or eliminate it can help prevent similar accidents from happening in the future. There are many factors that may cause an accident. Work environment, job constraints and worker experience can all play a part, just to name a few. These factors must be examined to determine what role each had in causing the accident. Once the causes are established, precautions can be taken to prevent a recurrence.

The CompWest Difference

CompWest customers are assigned a dedicated loss control consultant to identify and address loss trends while serving as a safety resource.

What is an accident investigation?

- An organized and planned collection of the facts
- Determining the “who, what, where and when” of the accident
- Developing a remedy to correct the unsafe condition, act or work practice
- What it’s not: a means of laying blame

Action plan for an investigation: Every employer should develop and frequently practice their accident investigation plan. An effective plan contains:

- Authority from senior management to conduct the necessary investigations
- Names of the individuals in charge of the investigations

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- Means to quickly notify the investigating team
- Instructions on the use of special equipment to be worn or brought to the scene
- Incident investigation procedures

Accident reports play a crucial role in preventing future accidents. Accident reports explain causes and recommend solutions. The following information should be included:

- Employee(s) involved
- All injured employees
- Date
- Time
- Location
- Witnesses
- Activities and job tasks involved
- Nature and extent of any injuries
- Hospital or doctor treating victims
- Description of the incident
- Unsafe condition(s) and unsafe act(s)
- Actions taken to prevent similar accidents
- Recommendations for additional action
- Supervisor(s) or manager(s) doing the investigating
- Supervisor or manager responsible for writing the report
- Date report written and submitted

Reports should be written in plain, direct language with clear meaning. Descriptions and explanations should be brief, to the point, and contain sufficient detail to be clearly understood.

The advice presented in this document is intended as general information for employers. See CompWestInsurance.com for the complete disclaimer/legal notice.

