Accident Investigation Procedure
(sample)

Introduction
The District will provide a safe environment for its employees, customers and the general public. An important aspect of providing a safe environment is to take accidents seriously by investigating and conducting corrective actions to prevent reoccurrence of similar accidents. Therefore, this procedure is established to provide consistent response, investigation and follow-up of accidents that occur during district operations. All personnel are to comply with this procedure when an accident occurs. The objective of accident investigation is to identify root causes and to identify corrective action to minimize reoccurrence.

Procedure

Treatment of Injuries
- If the injury is severe or life-threatening, then 911 shall be contacted immediately for emergency medical services.
- If the injury is less severe, then the current designated medical center shall be used for treatment. The Human Resources department shall be contacted about arranging for an appointment at the medical center. If no one in Human Resources can be contacted, the supervisor/principal shall then contact the center about an appointment.

Pre-investigation Reporting
- The injured employee shall submit an injury report to his/her supervisor within 24 hours of the injury’s occurrence.
- The supervisor of the injured employee shall sign the injury report and submit it to Human Resources within 24 hours of receiving it from the employee.
- Incomplete or improperly completed reports will be returned by Human Resources to the supervisor.
- Other steps include administering or obtaining first-aid care; performing necessary activities to prevent or minimize the risk of further accidents, injury, or property damage; and securing the area, if appropriate, to preserve the scene.

Supervisor or Safety Committee Investigation
- When first notified of an accident, the supervisor will begin gathering the facts of the incident: date, time, place, activity, other persons in vicinity, related circumstances.
- Interview the injured worker, record all details of the incident, and obtain signature of interviewed worker.
- Interview witnesses of the accident and record all details.
- Prepare visual records, photographs, sketches, diagrams, if applicable.

Safety Committee Investigation
- Recordable injuries.
- Injuries that involve time lost from work or restricted duty.
- Non-recordable or no-lost-time injuries if the potential exists to cause a more serious similar incident.

Corrective Action
- Based on data obtained from the investigation, make recommendations for any corrective actions needed.
- Involve all aspects necessary to coordinate the recommendation and to ensure cost-effectiveness, timeliness, appropriateness, and efficiency for the department involved.

Follow-up Procedures
- Prepare an Accident Investigation follow-up document to ensure all corrective action identified is assigned to someone and is completed in a timely manner.