

Incident Accident Investigation

Operational Guide – Site Staff

This is a simple guide to conduct a good quality incident investigation and ensure the immediate, underlying causes and latent management system failures are identified and remedial actions identified.

At site - on hearing of an incident

- Activate emergency response e.g. First Aid, medical team, ambulance etc
- Notify appropriate management on-site of the incident and ensure they notify senior management.
- Secure the incident scene and ensure it is not disturbed or tampered with.
- Take photographs of the scene and equipment/materials involved.
- Collect relevant information, sketches, measurements, CCTV, check sheets, PtW, TBTs, risk assessment, equipment details, training records of individuals, TRIC etc
- Record the names of all persons in the immediate area and gather statements from all witnesses and others in the vicinity even if they say they didn't see anything.
- On arrival of Regional Manager, present initial findings and discuss next steps.