

Incident Accident Investigation

Operational Guide - Management

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.

Action of the regional manager

- Notify the HSE Team leader who will arrange the Incident Accident Investigation Team
- Instruct the site management to
 - Preserve the incident scene, don't allow anything to be moved, cleaned up, disposed of, or replaced until allowed by the incident investigation (IAI) team.
 - Record the names of all persons in the immediate area
 - Make a note of any equipment involved

Regional Manager - on arrival at site

- Arrange a room and facilities for the IAI team to review the investigation materials
- Take photographs of the scene and equipment/materials involved.
- Collect relevant info, sketches, measurements, witness statements, CCTV, check sheets, PtW, TBTs, risk assessment, equipment details, training records of individuals, TRIC etc
- After reviewing statements taken by local management, if necessary, conduct further interviews. Do so in the following order:
 - IP, witnesses - always interviewed separately, line management

Analysis and actions

Analyse the information gathered, compare the statements and build a picture of the situation which led to the incident. Identify the immediate causes, then what caused the immediate causes (underlying causes) then what caused the underlying causes (latent management system failures).