

Managers Initial Investigation Report of an Accident

Basic Rules for Accident Investigation.

'The objective is always to determine the cause and prevent re-occurrence - NOT to apportion blame!'

Find the cause to prevent future accidents - Use an unbiased approach during the investigation.

- Ensure hazardous conditions are corrected immediately
- Take photos or make a sketch of the accident scene
- Interview witnesses & injured employees at the scene - conduct a walk through of the accident
- Conduct interviews in private - Interview one witness at a time.
- Get statements from all involved, including first aiders etc.
- Ensure the Belfry 'Accident/Incident report form' is completed for the event.
- SEND copies of both these forms (and additional information) to the Belfry 'Central Reporting Point'

Date & Time of accident		Injured person	
Address & location of accident		Resulted in;- Injury type / property damage	
Task being performed		Witnesses	
On site supervisor		Belfry Region/Division	

Describe Accident Facts & Events:

Managers / Supervisor's Root Cause Analysis - Comment on ***ALL sections that apply*** to this accident

Unsafe acts		Unsafe conditions	
Incorrect working practice		Poor Workstation design	
Specific Safety rule contravened		Unsafe method of Operation	
Improper PPE or PPE not used		Improper Maintenance	
Operating without authority		Lack of direct supervision	
Failure to warn or secure		Insufficient Training	
Operating at improper speeds		Lack of experience	
By-passing safety devices		Insufficient knowledge of job	
Protective/warning equipment not used		Slippery conditions	
Improper loading or placement		Excessive noise	
Improper lifting		Inadequate guarding of hazards	
Servicing machinery in motion		Defective tools/equipment	
Horseplay		Poor housekeeping	
Drug or alcohol use		Insufficient lighting	

Carry out 'competence' check of person/s involved? Write details here;-	Unsafe Condition corrected - what has been done? Write details here:-
Managers name:-	Managers Signature:-

Please attach any additional information.