

Accident Investigation ChecklistCopy No:

Consider the following when carrying out accident investigations to ensure you collect all the relevant information in order to complete a thorough analysis of the accident to identify the root cause and any actions that may be required as a result of it.

EVIDENCE GATHERING**QUESTIONS TO ASK**

- Who was injured?
- Where was the injured person when the accident happened?
- Were there any witnesses?
- What was the accident?
- What injuries were caused?
- What treatment did the injured person require?
- What happened to cause the injury?
- What activities were being carried out at the time of the accident and just before?
- What happened to the injured person after the accident?
- Where did the injured person go after the accident?
- What action was taken immediately after the accident?
- Was there anything different or unusual about the working conditions?
- Where there any Safe Systems of Work/SOP covering the activity and were they being followed?
- Was there adequate supervision?
- Were the supervisors trained and experienced?
- How did it occur?
- Was the risk known? Was there a risk assessment?
- Was it suitable and sufficient? Had the control measures been implemented?
- Did the organisation and arrangement of the work influence the accident?
- Was maintenance and cleaning sufficient?
- Were the staff involved trained and experienced?
- Did the workplace layout influence the accident?
- Did the nature or shape of any materials influence the accident?
- Did difficulties in using the equipment influence the accident?
- Was any safety equipment or PPE being used?
- Was any safety equipment or PPE suitable for the job?
- Did any other conditions influence the accident (such as a misunderstanding, weather conditions, deliberate acts or human error)?

DOCUMENTS THAT MAYBE USEFUL IN THE ACCIDENT INVESTIGATION

- Witness statements from the person injured and anybody else present or working on the day in the department
- Training Records
- Photo's showing where the injured person was or the area where they had the accident also includes CCTV footage, note this is overwritten after a set timeframe so speed is essential to both see and retain
- Diagrams/layout
- Copies of any SOP'/SSW etc
- Any relevant risk assessments
- Any relevant Occupational Health Reports
- Timesheets/previous shift patterns
- Maintenance records particularly for equipment when it is allegedly defective along with any records or checks made of equipment immediately after the incident
- Copies of contracts/hire arrangements for venues/contractors when working on our sites

Keep copies of these at the time electronically if possible, uploaded against the relevant Datix record.

These will also assist any H&S Advisor investigation and the organisation in the event of any claims arising from the incident which can happen up to 3 years and 3 months from the incident date.

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REPORT WRITING**DO'S AND DON'TS**

- Keep it focused and to the point.
- Make sure it is objective and not personal speculation / or rant.
- If not substantiated or spurious incident refer to alleged accident and not just accident which implies that it actually did happen.
- Don't feel pressured into making knee jerk changes if this will not actually improve the situation. Think these through properly and rationally first and consult your local H&S Advisor for advice if necessary.
- Do not use abbreviations unless stated in full on first use (remember these reports could easily be read by people outside NHSBT).
- If you need help ask – don't just delay completing the root cause analysis as this could allow accidents to happen and will affect the quality of the investigation as recall lessens as time passes.
- Get someone to proof read if possible and make sure if typed up you use spell check on final report.
- Remember to communicate the outcome of the investigation to those involved in a positive way to help with improvements.

Your local Health & Safety Advisor should be contacted if you need assistance with the investigation process.