



## Accident/incident guidance

### 1. Obtain basic facts

- Names of injured/ill employees/witnesses/people first on the scene
- Extent of injury/ill health/damage/disruption
- The task that was being undertaken at the time of the accident/incident
- The time, place and layout of area (building, room)
- The environmental conditions (lighting, ventilation, slippery, obstructions, weather conditions if outside)
- Record conditions e.g. take photographs or make sketches
- Has anything been altered since the accident/incident?

### 2. Obtain witness statements

- Name, contact details and occupation of witnesses
- What did they observe and what did they do?

### 3. Establish circumstances

- What was being done at the time and what happened?
- What was the accepted method for carrying out the task? Was it being followed?
- Was the individual competent to carry out the task (qualifications, experience)?
- What instruction and training had been given (records available)?
- Were all the individuals involved aware of risk assessment for task (how they could be harmed and the measures they should take to prevent harm)?
- Had the individuals been told to carry out the task, or were they acting on their own initiative?
- Has something similar happened at a previous event?

### 4. Immediate response to accident/incident

- Was prompt and appropriate action taken (e.g. fire fighting, first aid, spillage procedure, area made safe, access restricted, electricity isolated, warning notices placed, referral to Occupational Health)?

### 5. Identify preventative measures

- Review the risk assessment for the event (assuming in existence)
- What safety precautions were in place and what safety precautions should have been in place?
- What instruction and training was given and what instruction and training should have been given?

### 6. Identify underlying causes

- Was supervision and training adequate?
- Was equipment suitable for task?
- Was equipment maintained and tested adequately?
- What pressures/constraints, if any, were being applied?
- Was communication adequate between relevant parties?

### 7. Actions to prevent a recurrence

- Could the outcome have been more serious?
- What needs to be done to prevent similar accident/incident?
- Were the safety precautions adequate but not implemented; why not?

#### **Suggested actions to prevent recurrence include:**

- Better guarding or barriers
- More in depth risk assessment
- Better testing and maintenance
- Revised work method
- Provision and use of personal protective equipment
- Improved supervision, training, inspection, instruction and information
- Better communication
- Review similar activities elsewhere