



The Purpose of Accident Investigation and Reporting
is to Learn from Past Mistakes.

Change Procedures

Once a near-miss, incident, or accident has been investigated and the causes identified, the following should be done:.

- ✓ Determine where work procedures were unsafe.
- ✓ Change work procedures so it is not possible for it to recur.
- ✓ Follow up regularly to ensure changes have happened, in design as well as as operations.
- ✓ Ensure safe procedures are used as long as they are needed.
 - A procedure should not be abandoned unless it is known why it was adopted.
 - Equipment should not be removed unless it is clear why it was installed.

Retain Information

- ✓ Information must be retained so that the accident is remembered.
 - That it occurred,
 - what caused it, and
 - why procedures were changed.
- ✓ To keep accidents, incidents, and near-misses in memory, they need to be reviewed.
 - Be sure to review both old and recent accidents as well.
- ✓ Make accident reports available in the workplace:
 - On notice boards
 - In newsletters
 - At safety meetings

NOTE -- Projects or individuals do not need to be named. The purpose of the report is not to lay blame but to find out what happened.