



1. ☐ Visit the incident / accident scene.
2. ☐ Secure incident / accident scene to preserve evidence.
3. ☐ Take measures necessary to prevent further injury, loss or environmental damage.
4. ☐ If a plan of workplace is not available, do a rough sketch of incident / accident area.
5. ☐ Record details, conditions, equipment and people involved, make diagrams, if possible take photos.
6. ☐ Interview witnesses or others involved in the work activity at the scene of the incident / accident starting with any eye witnesses to actual accident.
7. ☐ Interview the injured party if available.
8. ☐ Ask: What, When, Where, Who, How, Why?
Establish what went wrong with the existing system of control.
9. ☐ Check the work planning and job instructions given.
Collect the evidence or file references _____
10. ☐ Ensure that notification has been sent to OSH and / or the Regional Council as appropriate (refer to guidance).
11. ☐ Ensure that you have established and understood the sequence of events.
 - a) Leading up to the incident / accident
 - b) During the incident / accident
 - c) The emergency response taken to prevent further harm
 - d) The actions to secure and make scene safe
12. ☐ Identify all hazards involved:
 - a) Equipment and materials
 - b) Work practices and procedures
 - c) The work environment
 - d) Any health issues
 - e) Other circumstances contributing.
13. ☐ Assess the controls that were in place:
 - a) Why were they inadequate?
 - b) What is needed to improve?
 - c) Who should be trained and how?
 - d) Do others in the work group need to be trained?
14. ☐ Establish underlying or root causes may be one or more of several factors.
Some examples are:
 - a) Inadequate supervision due to....
 - b) Inadequate instruction due to...
 - c) Inadequate enforcement of procedures due to...
 - d) Correct equipment not where needed due to...
 - e) Inadequate induction due to...
 - f) Poor hazard identification and analysis due to...
 - g) Substandard equipment due to...



15. ☐ Analyse the findings and record:
- a) The energy contact causing harm or damage
 - b) The loss including extent and nature of injury
 - c) The immediate cause/s e.g. Faulty guard, defective equipment
 - d) The underlying causes e.g. Failure to check guard, failure to train others to ensure guard is in place.
16. ☐ Establish methods of control to rectify and prevent recurrence e.g. Who does what and by when:
- a) Immediate short term steps to prevent further injury
 - b) Long term steps to prevent recurrence
 - c) Management controls – training and supervision
 - d) Local controls – weld up guard / establish system to check regularly.
17. ☐ Record all details, findings and corrective actions on the Accident Report form or Situation File Note as appropriate. Use additional pages to record all information. Get you report Peer Reviewed by someone from a different Region (fresh eyes).
18. ☐ Communicate findings and solutions to:
- a) Injured person
 - b) Health and Safety Manager and or Environment Manager as appropriate (who will advise any other relevant person(s))
 - c) Regional Manager
19. ☐ Close out - Follow up to ensure that:
- a) Recommended changes have been made (CARs agreed and signed off)
 - b) New hazard and controls are entered on the hazard identification form and the company Hazard Register updated
 - c) That new controls have been implemented (CARs followed up on).
 - d) That training has been conducted
 - e) That staff understand their new duties or controls
 - f) That the new controls remain effective

All reports must be marked “***Without Prejudice***” and have an appropriate Legal Disclaimer.

All reports must be reviewed by a Regional Manager before being released to external parties.