



Accident Investigation Guide:

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Scene Retention: Much of the evidence at a serious accident scene is of a fleeting nature and may not last for very long. Samples should be taken where appropriate and **photographs**, **sketches** and **measurements** taken to help with later reconstruction of events.

Interviewing:

- ♣ Interviews should be taken as soon as possible.
- ♣ Dividing People: Eyewitnesses are strongly influenced by each other and news media may change their view of the event. Do not interview staff in groups.
- ♣ Witnesses may become hostile for various reasons, so keep interviews low key and focused on the events surrounding the accident.
- ♣ Ask open-ended questions. Ask questions rather than seeking to confirm opinion.

Accident Incident Report: Use HSR 06. This will provide a sound structure for obtaining the information required. Ask additional relevant questions.

- ♣ Allow the person being interviewed to explain their answer in their own words.
- ♣ Ensure accurate notes are made.
- ♣ Let the staff person review and sign the interview note.
- ♣ If requested, allow a family or staff representative to be present.

Look for the underlining reasons for an accident.

- ♣ **WHY** did it happen, rather than **WHAT** happened.
- ♣ Think past the effect of the incident.
- ♣ Not all causes of accidents are work related. Where appropriate, ask about home influences.
- ♣ Follow common sense, and respect the privacy and rights of the injured and others involved in the investigation.

Examine the hazard:

- ♣ Was it previously recognised?
- ♣ What controls were in place?
- ♣ Is this a new hazard?

Seek assistance:

Contact the Manager. They will give you practical support.