1. ***Establish an investigation team:*** Include employees who have been trained to conduct an effective investigation. A typical team might include:

* An employee from the work area where the accident occurred
* A supervisor from a work area not involved in the accident
* A maintenance supervisor or an employee who understands equipment or processes associated with the accident
* The safety supervisor
* A safety committee representative

1. ***Gather information****:* Record the facts about the accident. Interview witnesses and others involved.
2. ***Analyze the facts:*** Identify the accident’s causes and contributing factors. Determine how the accident could have been prevented.
3. ***Report the findings:*** Prepare a written report that describes who was involved, where the accident occurred, when it happened, and what caused it. Recommend, specifically, how to prevent the accident from happening again.
4. ***Act on the recommendations****:* Have management review the report and determine what will be done to prevent the accident.
5. ***Follow up:*** Ensures that appropriate corrective action was taken to prevent the accident.