



# Workplace Accident / Incident Investigation

## Why do it?

To prevent further injury or ill-health.

To keep the costs down - eg lost time, insurance premiums and damage to plant and product.

## Who should do it?

A senior person in the company must take overall charge.

## What's involved?

Examination of all the factors influencing the event, including:

- Collection of information from the people involved, (including the injured party)
- Examination of the workplace including any relevant plant or machinery
- Appraisal of the working methods
- Checking on experience, supervision, training and the use of personal protective equipment

## What's the outcome?

Identification of the cause, including any underlying factors, so that measures can be put in place to prevent re-occurrence.

## Further information:

There is comprehensive guidance produced by the Health and Safety Executive (HSE) including a template. This can be downloaded free at:  
[www.hse.gov.uk/pubns/hsg245.pdf](http://www.hse.gov.uk/pubns/hsg245.pdf)

A simplified version of this template, together with a worked example, is included in this guidance.



# Workplace Accident / Incident Investigation

## Details

Company Name:	A&B CATERING	
Date and Time of Incident:	01-12-2015	9.00am
Type of Incident:	ILL-HEALTH <input type="checkbox"/>	MINOR INJURY <input type="checkbox"/>
	NEAR MISS <input type="checkbox"/>	SERIOUS INJURY <input checked="" type="checkbox"/>

## Description of what happened

Write down what happened, where it happened and who it happened to.

Mrs. Valerie Brown (baker) tripped on a wet patch of floor at the entrance to the baking room. She fell and injured her ankle.

Bobby Black, a supervisor, took her to A&E. The X-Ray confirmed that her ankle was badly sprained.

Agency staff have been engaged to cover her shifts. She is expected to be off for two weeks.



# Workplace Accident / Incident Investigation - Example

## Witness information

Include all those with relevant information (whether present or not).

Include information from the person who was injured.

Valerie said that she did not notice the wet patch.

Other workers have stated that the entrance gets wet when there is heavy rain.

Valerie said that she was wearing trainers at the time she fell.

John Smyth said that he saw Valerie fall and went to help. He also said that there was a large wet area on the floor at the entrance.

Bobby Black said that he noticed that Valerie was wearing trainers and also that this area 'gets wet when it rains heavily'.



# Workplace Accident / Incident Investigation - Example

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## Workplace conditions

Wet floor at entrance to baking room.  
It was raining heavily.

## Plant equipment condition

Not Applicable

## Working method used

Not Applicable



# Workplace Accident / Incident Investigation - Example

## Training / supervision / experience

Valerie has worked in the baking room for the past ten years. Joe Baker is her supervisor. Valerie has had induction training, including health and safety, when she was recruited.

## Other factors, including personal protective equipment

Valerie was issued with safety footwear two years ago. The safety footwear was not being worn at the time of the accident. Joe Baker checked on the day of the accident and found that two others (out of five) were not wearing their safety footwear that day.

## Analysis and outcome

### What was the immediate cause?

Wet slippery floor caused Valerie to lose her footing.



# Workplace Accident / Incident Investigation - Example

## What were the underlying causes or contributing factors?

Wet floor at entrance when it rains.  
Safety footwear with good grip not being worn.

## What action is required to prevent similar occurrences?

Include by whom and by when.

1. Purchase a suitable mat for use at the entrance to the baking room - Joe Baker.
2. All bakers reminded that safety footwear must be worn at all times. Joe Baker to check and confirm on a monthly basis and sign this off in the log book.
3. James White to obtain quotations to erect a canopy at the entrance to baking room. Canopy to be erected during summer shut down.
4. Refresher health and safety training to take place for all staff every year - James White.

Signed:

*J. White*

Position:

*Manager*