

Incident Investigation and Reporting

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1. Purpose

- To determine the root cause of an incident (accident, near-miss, or illness) and prevent recurrence - not to assign blame.

2. Types of Incidents to Investigate

- Injuries, near-misses (no injury but potential for one), property damage, and occupational illnesses.

3. Investigation Steps

- Secure the scene, gather evidence (photos, witness statements), establish the timeline, identify root causes (not just immediate causes), and recommend corrective actions.

4. Root Cause Analysis

- Techniques like the "5 Whys" help dig past the immediate cause to underlying systemic issues (e.g., inadequate training, poor maintenance).

5. Legal Reporting Obligations

- Serious incidents (fatalities, major injuries) must typically be reported to the relevant labor/OSH authority within a specified timeframe.

6. Learning from Incidents

- Findings should feed back into risk assessments and training programs so the same hazard doesn't cause a repeat incident.