

---

# Part Three

# Accident Investigation

- Documenting Your Findings

**Presented by:** ETTA, OSH Division, (919) 707-7826

---

# Objectives

---

- At the conclusion of this module, students will be able to:
  - Recognize the benefits of properly documenting the accident investigation
  - Identify strategies for photographing the accident investigation and developing diagrams and drawings
  - Properly collect and document findings to support violations (Note: Documenting citations in OSHA Express is covered in Technical Writing).

# Why Document?

---

- A complete and accurate record of investigation is necessary so that investigators can analyze the evidence, develop hypotheses, run tests, draw conclusions, and communicate observations at a later date.
- A complete and accurate documentation is essential if your opinions and conclusions are to withstand the test of critical review and cross-examination.

# Investigation Photography

---

- Photos and digital images may be the most effective way of preserving an accident scene.
- Lighting is very important. Unless outdoors, most accident scenes have limited lighting.
- A good camera flash attachment is essential, and portable lighting may be required.
- Single-lens reflective digital camera is preferred by most investigators.
- The most important photo in the case may be the one that you failed to take, so always take as many images as necessary.

# Diagrams, Drawings, and Plans

---

- Diagrams (freehand sketches) and drawings (formal renderings) can help document the accident scene only if clear, concise and accurate.
- Diagrams and drawings can be used to enhance the understanding of the investigators' photographs.
- Diagrams and drawings should always include a north arrow, legend, and scale.



Show details and mark positions relative to each other with approximate measurements on diagrams and drawings.

# What Other Information is Needed?

---

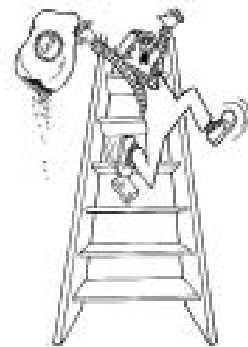
- Police and fire reports, photos and videos
- Weather reports
- Interview notes
- Personal observations
- Medical Examiner reports
- EMS records
- Medical Records
- Security camera footage



# Accident Investigation Findings

---

- Chronology of events
- Report and obtain facts (not opinions)
  - » Phil is a painter.
  - » Phil stands on a ladder while painting the ceiling.
  - » Phil overextends himself and falls to the floor.
  - » Phil broke his leg.



# Accident Investigation Findings

---

- What will prevent a reoccurrence?
- What could be done differently?
- Will it be adequate to prevent recurrences?
- Will it address the violation and citations?
- Does it properly identify all parties involved?
- Ensure completeness. DETAILS!!!!



# Accident Investigation Findings

---

- Interviews – managers/supervisors/employees/next of kin/witnesses
- Material conditions – maintenance records/chain of custody.
- Documentation – procedures/training records/coroner/law enforcement/medical.

**Present facts in the written report not opinions**

# Accident Investigation Findings

---

Narrative should cover:

- Background – who, what, where, why, when, and how
- Description of accident – sequence of events
- Findings – causes
- Corrective measures



# Accident Investigation Findings

---

Properly collecting and documenting findings to support OSHA violations:



# Practice

---

- Let's practice the documentation techniques on our case study:
  - Make a diagram (freehand sketch) of the case study, including a detailed sketch and approximate scale.
  - List any safety plans you may need to collect.
  - Note: Your job is purely documentation, not causation of the accident.

# Summary

---

- During this module, we discussed methods to:
  - Identify the benefits of properly documenting the accident investigation
  - Identify strategies for photographing the accident investigation and developing diagrams and drawings
  - Properly collect and document findings to support violations.

# Thank You For Attending!

---

## Final Questions?