
Part Three

Accident Investigation

- Documenting Your Findings

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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?