



PARTNERING WITH TOWNSHIPS

TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION **RISK REMINDER**

Accident Investigation

What is an Accident Investigation?

An accident investigation is the report, analysis, and evaluation of an incident based on information gathered by an investigator.

When should an Accident Investigation be conducted?

An accident investigation should be conducted for any incident immediately after the incident has occurred in order to obtain the most accurate information.

Why should an Accident be Investigated?

An accident should be investigated to prevent or control a future reoccurrence of a similar incident. Accident investigation procedures are not to find fault or place blame. It is everyone's job to avoid repeating accident producing situations.

Guidelines for Accident Investigation

Get the "Big Picture" First. See for yourself what the scene of the incident looks like.

Interview the Most Knowledgeable Person. This can be an employee, the victim, or even a passer-by who has seen, or been involved in, the incident.

Record All Critical Information. . . So that a report can be completed promptly.

Drawings and Photos may be Helpful. . . As conditions can change quickly following accidents/incidents.

Analyze the Incident. . . In writing on the report.

Evaluate the Incident. . . For seriousness to determine the priority for corrective actions to prevent reoccurrence.

Prevention. Take action to prevent reoccurrence of similar incidents.

Education. Take measures to educate/notify employees of incidents to help heighten awareness and prevent reoccurring situations.



For more information, contact your Loss Control Consultant at (888) 562-7861

CLAIM REPORTING HOTLINE (844) 562-2720 | Available 24/7