



## **Investigating and Reporting an Accident**

Reporting an accident quickly and accurately can help prevent future accidents.

Follow these guidelines when reporting an accident:

- Report all accidents—and near misses—immediately.
- Provide complete and accurate information: who, what, when, where and why.
- Describe how the accident could have been prevented.
- Avoid making statements you're not sure of.

Be prepared to give details when reporting an accident:

- ✓ name of injured person
- ✓ date and time of accident
- ✓ location of accident
- ✓ description of injury or illness
- ✓ name and address of doctor or hospital, if applicable
- ✓ witnesses to accident
- ✓ description of accident and events leading up to it
- ✓ activity engaged in at the time of the accident
- ✓ action you took in response to accident
- ✓ other relevant information

**Report any injury to your supervisor/Safety Office immediately.**