

Louisiana State University

Office of Facility Services

Operating Instruction 4501

Revision: 3
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SUBJECT: ACCIDENT INVESTIGATION

I. General Information

- A. An accident is defined as "...a series of unplanned events that caused or could have caused personal injury or property damage." All accidents, whether or not personal injury occurs, should be investigated by the supervisor of the work area where the incident occurred.
- B. Reports must be immediately completed, so that proper authorities are notified, additional accidents can be avoided and to identify trends or the need for new or revised procedures.
- C. When an employee has an on-the-job accident or job related illness, they must immediately report the situation to their supervisor. The supervisor must accompany the employee to the Facility Services Human Resources Management office, where the supervisor will be given instructions, a Student Health Center admit slip, Accident Investigation Report form and the Employer's Report of Occupational Injury or Disease (First Report of Injury) form.
- D. If the action or illness is life threatening, the employee will be immediately taken to the Student Health Center or hospital. Once the employee arrives at the medical facility, the supervisor will immediately notify the Facility Services Human Resources Management office of the accident or illness.
- E. All accident reports must be turned in to the Facility Services HRM office on the same day the accident occurred.

- F. An accident investigation is a supervisor's account and analysis, based on factual information gathered in a conscientious manner. An accident investigation should be conducted as soon as possible after the accident occurs, but no later than three (3) days after the accident occurs. The supervisor responsible for the area where the accident took place should prepare the accident investigation report.
- G. Key factors to be determined in an accident investigation:
 - 1. Cause(s)
 - 2. What can be done to prevent this accident from happening again?
- H. Five (5) elements of an accident are:
 - 1. the agency source of the accident-the tool/material/equipment involved
 - 2. the type of accident-the manner in which the person was injured (i.e. fall)
 - 3. the unsafe condition(s)-of the tool/object/material/worksite
 - 4. the unsafe act-the unsafe practice of person (if applicable)
 - 5. the part of the body injured and type of injury (i.e. burn on right thigh)

II. Procedures

- A. Go to the scene of the accident promptly
- B. If possible, conduct interviews at the scene of the accident with the injured employee. Ask for their version of the events leading up to the accident.
- C. Get the facts and do not place responsibility or blame on anyone.
- D. Ask questions (Who? What? When? Where? Why? How?)
- E. Repeat the employee's story back to them as you understand it. This will ensure complete comprehension of the investigator and the injured or ill employee can clear up any misunderstandings or false information.

- F. Talk with witnesses at the scene. Get their names, contact information and accounts of the accident.
- G. Survey the accident scene for additional information. Assemble any objects that might have contributed to the accident.
- H. Take the necessary steps to prevent recurrence of the accident until the situation can be permanently corrected.
- I. Complete the Supervisor's Accident Investigation Report (SAIR). Submit the completed form to the LSU Office of Environmental Health & Safety.