

INCIDENT INVESTIGATION TEAM

When an investigation of an incident is determined necessary by the division director/superintendent, a Safety Committee investigation team will be formed. The purpose of this investigation is to find the cause of an incident and prevent future occurrences. It is not intended to fix blame. An unbiased approach is needed to obtain objective findings.

The investigation team will consist of the division director/superintendent, the department manager, and two members of the Safety Committee as recommended by the Committee Chair or designee. It will perform the following functions:

- Visit the incident scene as soon as possible – while facts are fresh and before witnesses forget important details.
- If possible, interview the injured worker at the scene of the incident and “walk” him or her through a re-enactment. Be careful not to actually repeat the act that caused the injury.
- Conduct interviews with witnesses as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the incident, even if they did not actually witness the mishap.
- Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
- Graphically document details of the incident: area, tools, and equipment. Use sketches, diagrams, and photos as needed, and take measurements when appropriate.
- Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the incident itself (unsafe equipment or condition, unsafe act, etc), not just the injury.
- Identify any action needed to prevent such incidents from occurring in the future.
- Save any evidence if a third party or defective product contributed to the incident. It could be critical to the recovery of the claim costs.

The investigation team will document its findings on the form titled “Incident Investigation Report” (Exhibit 3) and turn it into the human resource manager at Park District administrative office to keep with L&I records.