

# MCLB ALBANY SAFETYGRAM

## FIVE STEPS OF MISHAP INVESTIGATION

### 1. Secure the Scene

When a mishap occurs, provide necessary assistance, including first aid or medical help first. Then you should:

- **Secure** the mishap scene
- **Preserve** any physical evidence.
- **Use** cones or other barriers to protect sensitive areas.
- **Follow** site-specific safety guidelines, wearing PPE as necessary.
- **Document** the scene by taking photographs or videos and collecting any perishable physical evidence.
- **Record** details such as the equipment in use at the time of the incident, weather conditions, the positions and use of machine guards, controls, or safety devices, as well as any other relevant information.



### 4. Analyze Collected Data

A root cause analysis is essential for uncovering underlying or systemic issues rather than just addressing surface causes like human error. The "Five Whys" technique is an effective method.



### 2. Plan the Investigation

A mishap investigation plan ensures that the process is comprehensive. In this step, you need to:

- **Decide** who to involve in the investigation.
- **Estimate** how long it will take.
- **Determine** the required resources.
- **Prepare** a kit with all the relevant documents and equipment to ensure the investigation runs smoothly and efficiently.
- **Include** items such as cones, warning tags, padlocks, PPE, measuring tape, camera, interview question forms, etc.
- **Ensure** you have everything needed to proceed efficiently and effectively once you begin the investigation.



### 3. Collect Relevant Information

When getting information through interviews, you should:

- **Gather** at minimum the who, what, when, where, and how.
- **Inquire** about the details regarding the worker(s), injuries or property damage.
- **Seek** a narrative description of the events that took place, including the location of the incident, the sequence of events leading up to the mishap, equipment or objects involved, conditions under which the incident occurred, the task being performed at the time, and other pertinent details.
- **Ask** for information about the supervision at the time of the incident and any causal factors related to it.

### 5. Implement Corrective Action(s)

Identifying the root cause of a mishap is just the beginning. To ensure that the mishap investigation leads to meaningful improvements, you must:

- **Develop** an action plan that addresses the mishap's immediate and underlying causes.
- **Assign** specific tasks to appropriate individuals and ensure the plan is diligently executed.
- **Monitor** the progress of the corrective action plan and track the progress until completed.

The mishap investigation is complete once all issues have been addressed and the findings have been thoroughly documented and communicated to the relevant personnel. Remember, if a mishap occurs, please render aid to the injured and then initiate the mishap investigation by contacting your immediate supervisor or safety representative.



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