

## Accident Reporting & Investigation

While a thorough accident investigation takes time to develop and implement, there are some key ingredients to the process that everyone should know and follow:

Q: After an accident, when should a worker report the injury?

A: NOW! Not later. Not tomorrow. Not Monday morning because “I thought I could walk it off.” If someone comes in on Monday and says he got hurt Friday, there’s always that suspicion whether the injury really happened playing softball Sunday afternoon. Immediate reporting eliminates all doubt.

Q: After an accident, who does the worker report the injury to first?

A: The supervisor, or the person designated in your operation. Not his drinking buddy. Not his wife. Not his co-worker. It’s okay to tell these people afterward. Make sure everyone knows who to report an injury to.

Q: What if it’s just a slight injury, and I feel like it’ll get better in a couple of hours?

A: Report it anyway. Report every injury. This doesn’t mean you run to the emergency room every time somebody bumps their elbow, you need a written record of every incident. That way, if the hurt does not go away in a couple of hours, you can more accurately pinpoint its cause.

Q: If somebody gets hurt running a machine, is it okay to go ahead and start back up after he/she gets medical attention?

A: NO! Preserve the accident scene. Leave it as much like it was when the worker was hurt as possible. Take a thorough look at the situation. Take as much time as needed to determine what really happened so that a similar injury will never happen again. Take pictures from several angles. Only after the root cause of the incident has been determined, and changes to the process or machine have been made, should the equipment be re-started.

**After somebody gets hurt—**

***Something* should change.**

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