

Incident & Near-Miss Investigation - Employee Handout

OSHA recordable incident practice / root-cause guidance

KEY DECISIONS TO REMEMBER

Purpose: prevent recurrence

An investigation is not a blame exercise.

First actions

Care for injured people and control ongoing hazards.

Gather facts

Interview separately and promptly using open questions.

Build the timeline

Sequence what happened before, during and after the event.

Root causes and contributors

Ask why conditions existed: design, maintenance, staffing, planning, supervision, training, procedure, procurement or change management.

Corrective actions and follow-up

Prefer elimination/engineering controls when feasible over reminders alone.

STOP / ASK FOR HELP WHEN

- Investigation concludes “employee was careless” with no deeper analysis
- Evidence is discarded before documentation
- Corrective action is only “retrain employee”
- No owner, due date or effectiveness check is assigned

OUR SITE-SPECIFIC INFORMATION

- Company notification/reporting requirements
- Who leads and who participates in investigations
- Evidence/photo/interview forms and record retention
- Corrective-action approval, tracking and effectiveness review