Investigation of any accident/incident is an invaluable tool in controlling losses. Every accident/incident shall be investigated by a representative from the Campus Police Department or the Human Resources Department. The investigation shall be documented on the FCCRMC Accident and Incident Report form and, if appropriate, on the FCCRMC Occupational Injury Investigation Report form.

The following procedures should be adhered to as closely as possible.

1. Check and secure the scene. Begin where the accident occurred and reconstruct as much as possible.

2. Collect the evidence; if machine parts or structures failed, it is essential to determine what failed and why.

3. Interview witnesses at the scene immediately or as soon thereafter as possible.

4. Interview the injured person; if the injury is minor, the interview should be made as soon as possible. If the injury is serious, use judgment in selecting the right time.

5. Weigh the evidence and decide upon remedies to eliminate reoccurrence.

6. Implement corrective action to remedy hazardous conditions immediately.