

# Loss Control Newsletter

Kansas Automobile Dealers Workers' Compensation Fund

This newsletter is distributed to you by the Kansas Automobile Dealers Workers' Compensation Fund (KADWCF) to increase the awareness of and stress the importance of safe work practices.

## Accident Investigations – Gathering Facts to Promote Safety



Thousands of accidents occur throughout the United States every day. The failure of people, equipment, devices, or surroundings to function as expected causes most of them. Accident investigations determine how and why these failures occur. By using the information gained from an investigation, similar and perhaps more disastrous, accidents might be prevented.

It is critical that accident investigations be conducted on a timely basis and with prevention in mind.

An accident investigation should not be conducted to place blame, but rather to understand the underlying causes of the accident and whether the accident could have been avoided. Listed below are steps you should take to conduct a thorough accident investigation:

**Appoint an individual to be in charge of the investigation.** Depending on the size of the dealership and nature of the accident, you may want to allow this individual to assemble a small investigation team.

**Physically inspect the accident site.** The investigator should spend time at the accident site looking for details that might have been missed in the preliminary briefing. The investigator should also secure the area so that nothing is removed or disturbed until the investigation is complete.

**Interview the injured employee(s) and witnesses.** The investigator should individually discuss the accident with each injured employee and any witnesses to the accident. They should also interview other individuals who regularly work in the accident area as well as anyone who may have been in contact with the injured employee prior to the accident. It is quite common to tape record these interviews for later use as written notes may not always capture all essential information.

**Look for abnormal circumstances.** When reviewing the accident data collected, the investigator should look for circumstances, normal or otherwise, that may have contributed to the accident. If your dealership has a comprehensive safety program in place, it is possible that an element of that program was not being adhered to when the accident occurred.

**Determine the sequence of events.** Using notes, observations and interviews, the investigator should attempt to establish an exact sequence of events and the probable cause(s) of the accident.

**Prepare a summary report.** The investigator should prepare a report that includes all of the collected data, the sequence of events, the presumed causes of the accident and recommendations for preventing future accidents.

While every accident investigation is unique, these basic steps will provide guidance on how to conduct accident investigations and allow your workers to better understand the causes of workplace accidents and how you collectively can make your dealership a safer place to work.

If you have any questions regarding this newsletter or for additional loss control information, please contact Mark Valentine at 816-698-4611 or via email at [mark.valentine@aon.com](mailto:mark.valentine@aon.com).



# Accident Investigations

safety is  
everyone's  
responsibility...

and your help can prevent injuries.



Make a difference every day

The Kansas Automobile Dealers Workers'  
Compensation Fund (KADWCF) - increasing  
the awareness of employee safety and stressing  
the importance of safe work practices.

