

Job site: _____
Foreman: _____

Date: _____
G.C. _____

SMOHIT Safety Sense Toolbox Talks for the Sheet Metal Industry	<h3 style="margin: 0;">Accident Investigation</h3> <ul style="list-style-type: none"> Accident investigation is required whenever a serious accident or incident happens on the job. An accident is defined as an unplanned event that results in injury, illness, or property damage. An incident is a “near-miss” where, had things been slightly different, an accident may have resulted. Both accidents and incidents need to be investigated. The purpose of accident investigation is to obtain accurate information about what happened. The sooner after the accident that this information is obtained, the more accurate the information will be because memories are clearer and more details are remembered. At most job sites, the supervisor or foreman must fill out an accident report as soon as possible after the accident has occurred. Some of the information, if applicable, recorded in the accident report are: <ul style="list-style-type: none"> Project name and location. Date and time of the accident. Personal injury—name of person injured, employee number, hire date, type and extent of injury. Property damage—type, nature, and extent of damage. Description of accident—what occurred, photos, or diagram. Cause—how and why the accident occurred, documentation to support training of person(s) involved in accident. Witnesses—anyone who may have seen the accident or incident, his/her name, company, and contact information. Actions taken to prevent recurrence. Your input and involvement in accident investigation helps to assure that the necessary steps are taken to try to prevent similar accidents from occurring. Before an accident occurs, make an effort to detect any existing hazards or improper procedures and report them to your supervisor immediately. 	<h3 style="margin: 0;">Instructor Tips</h3> <ul style="list-style-type: none"> Ask workers if they have ever been involved in an accident at work. If they have, ask them to recall what happened, and how the accident investigation was handled. Emphasize that a near-miss is just as important to investigate as an accident. 																																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Name</th> <th style="width: 5%;">Init.</th> <th style="width: 45%;">Name</th> <th style="width: 5%;">Init.</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td>13.</td><td></td></tr> <tr><td>2.</td><td></td><td>14.</td><td></td></tr> <tr><td>3.</td><td></td><td>15.</td><td></td></tr> <tr><td>4.</td><td></td><td>16.</td><td></td></tr> <tr><td>5.</td><td></td><td>17.</td><td></td></tr> <tr><td>6.</td><td></td><td>18.</td><td></td></tr> <tr><td>7.</td><td></td><td>19.</td><td></td></tr> <tr><td>8.</td><td></td><td>20.</td><td></td></tr> <tr><td>9.</td><td></td><td>21.</td><td></td></tr> <tr><td>10.</td><td></td><td>22.</td><td></td></tr> <tr><td>11.</td><td></td><td>23.</td><td></td></tr> <tr><td>12.</td><td></td><td>24.</td><td></td></tr> </tbody> </table>				Name	Init.	Name	Init.	1.		13.		2.		14.		3.		15.		4.		16.		5.		17.		6.		18.		7.		19.		8.		20.		9.		21.		10.		22.		11.		23.		12.		24.	
Name	Init.	Name	Init.																																																				
1.		13.																																																					
2.		14.																																																					
3.		15.																																																					
4.		16.																																																					
5.		17.																																																					
6.		18.																																																					
7.		19.																																																					
8.		20.																																																					
9.		21.																																																					
10.		22.																																																					
11.		23.																																																					
12.		24.																																																					

Reference: OSHA 29 CFR 5(a)(1), General Duty Clause 5(a)(2)