



# First Things First

Safety Inspection  
And  
Accident Investigation

## Objectives of Hazard Identification

- List basic reasons for conducting safety inspections
- Describe what to inspect
- Identify guidelines & considerations for conducting an inspection
- Define Job Safety Analysis
- List the steps in a Job Safety Analysis

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## Safety Inspections? Inspection vs. Audit

Are you AUDITING or INSPECTING?

- Safety Inspections examines physical facilities - looking for unsafe conditions, safe behavior, housekeeping responsibilities....
- Safety Audits examines procedures & policies

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## Safety Inspections WHAT?

- Equipment and Processes
- Employee Work Practices
- Workplace Facility-Wide Hazards



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## Safety Inspections WHY?

- Identify:
  - hazards
  - safe practices,
  - behavior & conditions that are safe and unsafe
- Get employees involved & trained
- Improve operations



Focus on **Fact Finding** NOT Fault Finding

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## Considerations for Safety Inspections

- **Individual conducting the inspection:**
- Experienced with the facility & operation
- Knowledgeable of relevant regulations, codes, & company policies
- Competent of the inspection steps
- Capable of collecting, evaluating, & reporting the data

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## Safety Inspections HOW?

### Guidelines for Conducting Safety Inspections

- Decide what to inspect
  - Gather needed supplies
- Remember your “people skills”
- Record observations
- Handle emergencies

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## Job Safety Analysis

- Definition:  
Process used to:
  - Review Task Methods
  - Identify Hazards
  - Develop & Specify Control Measures

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## Job Safety Analysis WHY?

- Improve job methods
- Reduce costs
- Improve worker health & safety
- Leads to recommended action or procedure to perform the job safely

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## Job Safety Analysis HOW?

- Four Basic Steps:
1. Sequencing of Basic Job Steps
  2. Identifying Potential Hazards
  3. Prioritizing the Hazards
  4. Recommending Action(s) or Procedure(s)

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## Learning Activity

Focus on Hazards  
Complete a  
Job Safety Analysis



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## Accident (Incident) Investigation Objectives:

After training, the participants will be able to:

- List the **benefits** of conducting the investigation
- Explain the **purpose** of investigating ALL incidents and near-misses

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## Accident (Incident) Investigation Objectives:

- List the **steps** in conducting an incident investigation
- List the **tools** needed to properly conduct an investigation
- Explain the **responsibility** of the investigator

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## Accident (Incident) Investigation Objectives:

- Describe the proper interview techniques to gather information from the witness(es)



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## Accident (Incident) Investigation Definition:

- Organized process using written procedures that are **applied every time an incident occurs** regardless of its severity.



Who - What - When - Where - How & Why

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## Accident (Incident) Investigation Purpose:

- Determine Direct Causes (root cause)
- Prevent Similar Occurrences
- Document Facts
- Provide Cost Data
- Reinforce Commitment to Safety

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## Accident (Incident) Investigation Procedure:

!!Fact finding NOT fault finding!!

- ✓ Identify causal factors (contributing)
- ✓ Evaluate causal factors & other hazards
- ✓ Select Corrective Actions



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## Accident Investigation

- ✓ Tools
- ✓ Investigator responsibilities?



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## Accident (Incident) Investigation

Steps to follow:

1. Be Prepared
2. Survey the scene
3. Emergency response for the injured
4. Secure the area
5. Gather the evidence – photos, interview
6. Analyze the information- write report

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## Accident (Incident) Investigation

7. Recommend changes
  - implement corrective action
8. Follow up

And remember:

**!!Fact Finding NOT Fault Finding!!**

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