

HSE incident investigation guide for site staff

This is a simple guide to conduct a good quality initial incident investigation which will assist in identifying incident causations and remedial actions.

At site - on hearing of an incident

- Activate emergency response by calling PDO Emergency number for assistance.
- Notify appropriate management on-site.
- Site management to ensure they notify senior management.
- Secure the incident scene and ensure it is not disturbed or tampered with.
- Take photographs of the scene and equipment/materials involved.
- Collect relevant information (where possible); sketches, measurements, CCTV, check sheets, PtW, TBTs, TRIC, risk assessment, equipment details, training records of individuals etc.
- Record the names of all persons at the incident scene and gather statements from all witnesses and others in the vicinity even if they say they didn't see anything.
- On arrival of the site/area manager present your initial findings to support detailed investigation.
- Record incident in PIM.