

INTRODUCTION
to
LIABILITY ACCIDENT
INVESTIGATION
for
SCHOOL DISTRICTS

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TRAINING OBJECTIVES

- ◆ Explain the need for Accident Investigations
- ◆ Explain the benefits of Accident Investigations
- ◆ Provide the information necessary to properly complete Accident Investigations
- ◆ Provide the tools necessary to properly complete Accident Investigations

WHY ACCIDENT INVESTIGATIONS FAIL...

- ◆ **Lack of time to complete**
- ◆ **Lack of motivation to complete**
- ◆ **Lack of accountability**
- ◆ **Lack of skills & knowledge**
- ◆ **Investigation stopped short and didn't reveal all causes of the accident**

WHAT IS ACCIDENT INVESTIGATION?

- ◆ **Process to determine the underlying causes of accidents**
- ◆ **Causal information used to identify and take preventative action**
- ◆ **Basic component of loss prevention**

BENEFITS OF ACCIDENT INVESTIGATION...

- ◆ **Prevention of future, similar losses**
- ◆ **Contribution to the bottom line**
- ◆ **Reduction of human suffering**
- ◆ **Continuous improvement process**

PRE-ACCIDENT PLANNING

- ◆ **Clearly defined roles and responsibilities**
- ◆ **Training of key staff members**
- ◆ **Communications established**
- ◆ **Standard procedures established**
- ◆ **Necessary equipment and forms on hand**

WHICH ACCIDENTS NEED TO BE INVESTIGATED ?

- Injury?**
- Property damage?**

COLLECTING INFORMATION

- ◆ **Recording key information**
- ◆ **Equipment is needed**

ACCIDENT INVESTIGATION KIT

- ◆ **Camera**
- ◆ **Measuring tape**
- ◆ **Ruler**
- ◆ **Accident reporting form**

INTERVIEWING TIPS

- ◆ **Put the injured person or witness at ease**
- ◆ **Fact-finding process, don't assess blame**
- ◆ **Ask open-ended questions**

CATEGORIES FOR CAUSATION

- ◆ - Improper equipment
- ◆ - Inadequate equipment maintenance
- ◆ - Inadequate surfacing
- ◆ - Uneven surfacing
- ◆ - Wet surface
- ◆ - Failure to follow rules
- ◆ - Inadequate supervision