

Issue Number 57

Published bi-monthly

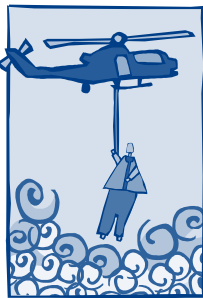
Your Safety Matters

This information letter is distributed to those people who ensure their workplace is safe and healthy. This includes members of OHS Committees, OHS Representatives, Safety Officers, Supervisors, Managers and Directors. "Your Safety Matters" is the new title for "Committee Member" - a free information letter which has been distributed since 1996.

March - April 2005

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Major Steps of Accident Investigation



If an accident does happen in your workplace then obviously you want to ensure that it does not happen again. An ohs representative or a committee member can investigate any matter that may be a risk to health and safety and therefore has the power to investigate an accident.

Here are 4 simple steps to help do that.

- 1** Find the Facts - What happened before, during, and after the accident ?
- 2** Compare the answers in step 1 to what your OHS system, safe work procedures and any relevant OHS regulation, Code of Practice or Australian Standard, say should have been done.
- 3** Now list the omissions or inadequacies you have discovered and work out the real causes of the accident.
- 4** Make recommendations that will improve your systems and procedures so that this accident does not happen again.

