

Accident/Incident report format

1. General details

Accident date:	<i>[Date on which the accident occurred.]</i>	Accident time:	<i>[Time of day that the accident occurred]</i>
Investigators:	<i>[Names of those who wrote the accident investigation]</i>	Date of main report:	<i>[The date on which the report was completed.]</i>
Date of investigators visiting accident site:	<i>[The date(s) when the investigators visited the accident site.]</i>	Time spent at accident site:	<i>[The total time spent by investigators at the accident worksite.]</i>
Accident report number:	<i>[a unique number for this accident, usually assigned by management/IMSMA]</i>	Where it occurred:	<i>[The address of the worksite where the accident occurred]</i>
Name of demining organisation:	<i>[The name of the demining organisation working at the accident worksite.]</i>	Mine/device:	<i>[The name of the mine or ERW involved in the accident.]</i>
Ground condition:	<i>[The ground conditions at the worksite where the accident occurred.]</i>	Weather:	<i>[The weather conditions at the worksite when the accident occurred.]</i>

MAP details (coordinates of accident site, when available)			
Longitude:		Latitude:	
Alt. coord. system:			
Map east:		Map north:	
Map name:		Map series:	
Map edition:		Map sheet:	

Details of victim(s) and damage:			
Name:		Work title:	
Age:		Gender:	
PPE issued:		PPE used:	
Summary of injuries:	<i>[List all injuries, including minor injuries.]</i>		
Summary of Victim's work experience:			
Summary of damage to equipment:	<i>[List all equipment damaged.]</i>		

2. Accident report

[Reactions to accidents may include guilt and fear of punishment, so investigators should expect the people involved to be defensive and evasive. The purpose of the accident investigation is to establish in detail:

- *what happened before, during and after the accident;*
- *why the accident happened; and*
- *whether anything can be done to minimize the risk of it happening again.*

The aim is not to apportion blame. Conclusions about causes may indicate apparent failings of persons and equipment, but should not aim to do so.

The investigators should pursue the facts surrounding the accident and avoid judgement of those involved during the investigation.

The following headings provide a guide for use when gathering information and evidence that will be used when compiling the full accident report.]

2.1 Description of the events surrounding the accident

[The description of the events surrounding an accident should cover the topics mentioned below. It may do this within a written statement or as answers to each point in turn.]

2.2 History of the worksite

[Explain why the site was mined, who by, and what mines and ERW are expected at the site.]

2.3 Description of the worksite

[Write a detailed description of the worksite where the accident occurred: include a photograph whenever possible.]

2.4 Describe the clearance methods used at the site at the time of the accident

[Write a summary of the procedures and tools being used at the worksite when the accident occurred.]

2.5 Record the activity of each person involved at the time of accident

[Describe what each person involved in the accident was doing at the time.]

2.6 Record the procedures and equipment in use at the time of the accident

[Describe the procedures and equipment that were being used when the accident happened.]

2.7 Describe the day's events at the worksite leading up the accident

[Write a summary of the work completed before the accident on that day.]

2.8 Describe the events following the accident

[Write down how supervisors, medics and other involved responded and record the timings of the medevac.]

3. Statements

[Interview witnesses and those involved separately and in private, so allowing them to speak freely. Ask well structured questions to prompt the content of the statement to cover all appropriate issues. Use a translator who will not report the content of the statements to others. Statements should be signed and dated by those interviewed and the translations attached to the Accident Report.

Statements should be taken from victim(s), site supervisors, deminers nearby, medic(s) and any individual who witnessed or played a part in the events surrounding the accident and any medevac that occurred.]

4. Investigator's summary

[The investigators should agree an understanding of the events that they believe closely represents what really happened before, during and after the accident. If agreement is not possible, the various possible versions of the events should be recorded.]

5. Investigator's recommendations

[The investigators should agree on any recommended actions that should be taken to reduce the likelihood of the accident being repeated and/or to reduce the severity of injuries in similar accidents. If agreement is not possible, the various opinions about recommendations should be recorded.]

6. Appendices

[Photographs, sketch maps, site maps and any other documents of relevance should be appended to the report. A medical report for each victim should be included.]