



MINISTRY OF DEVELOPMENT  
NEGARA BRUNEI DARUSSALAM

GD3

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GUIDANCE DOCUMENT

# GUIDELINES ON INVESTIGATION OF ACCIDENTS



ISSUE **1**

### **GUIDANCE DOCUMENT 3**

The guidance document has been produced to help construction industries investigate accidents as a result of construction related activities to determine the cause and thus prevent a recurrence.

This document is for guidance only. There may be other format for investigating and reporting an accident. However, this guide highlights the key points requiring consideration in an investigation and gives a suggested format for the presentation of an accident report.

The construction Planning and Research unit of the Ministry of Development can be contacted for any clarification on this guidance document.

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## GUIDELINES ON INVESTIGATION OF ACCIDENTS

### 1.0 Definition

1.1 An accident is an unplanned and unexpected occurrence which upsets a planned sequence of work resulting in:

- loss of production;
- injury to personnel; and/or
- damage to plant and equipment.

### 2.0 Objectives

2.1 The main objective for investigating accidents is:

to determine the cause(s) with a view to preventing a recurrence.

2.2 No blame should be attached to anyone as it would obscure the main reason for the investigation, which is to find and deal with the fundamental cause of the occurrence.

### 3.0 The Investigation

3.1 All accidents should be investigated as soon as possible, the longer the delay, the less likely it is the true facts would be ascertained.

3.2 Witnesses should be put at ease before being questioned. Assure the person that the objective is to ascertain the cause in order to prevent others being injured, or placed at risk, and not to find a scapegoat.

3.3 It might be preferable for the witnesses to be interviewed at their workplace. Where questioning of the witnesses takes place in a formal atmosphere, a very conscious effort must be made to put them at ease and encourage them to talk freely.

3.4 Witnesses should not be requested to sign statements.

3.5 The scene of the accident should not be disturbed, except to effect rescue or to stabilise and render the area safe until a full investigation has been undertaken.

3.6 The fullest photographic record of the incident should be made early as possible, particularly where the situation has to be altered in order to make it safe.