

When securing the incident scene the primary goal is to prevent additional injuries or property damage. An incident can frequently attract the curious, both employees and the public, and often there are ongoing operations which can injure bystanders. It's also important to ensure that accident investigators have access to the scene "as is" to determine the root cause and thereby help prevent future occurrences.

Preserve the scene

- Rope off the incident scene and keep the crowd contained until proper authorities arrive.
- Do not allow any removal of debris, unless as part of rescue or treatment of casualties, until investigators arrive. The location and pattern of debris may be important to the investigators.
- If there is property or equipment which may sustain additional damage, take any necessary steps to protect it.

Document the accident facts

- Obtain the names and contact information of any witnesses and anyone involved in the accident.
- Take pictures and make a sketch of the scene and location.
- Record the make, model and serial numbers of any vehicles or machinery involved.
- Were employees taken for medical treatment? If so, who, where were they taken, and how were they transported.

Cooperative with the authorities, but:

- Don't be afraid to ask for proper credentials and validate them.
- Do not admit fault or apologize to anyone, including the police.
- Do not enter discussions regarding 'who did what'.
- Do not discuss mechanical problems or defects with anyone.

This is also a good time to begin gathering records regarding the training of employees and maintenance of machinery or vehicles.