



## **Accident Investigation**

Accidents are investigated for two main reasons: to determine the cause and apply suitable corrective steps to prevent reoccurrence, and to collect information to make a timely decision on whether or not the claim is compensable and covered under the workers compensation statute.

In order to facilitate prompt and thorough investigation of workplace accidents:

Keep records of any witnesses to the incident including full name, address, and phone numbers.

If a machine, tool, or other piece of equipment is involved, save the 'product' in an undisturbed condition until contacted by a claim representative. Do not discard the product unless a Mackinaw Administrators claim representative, or supervisor approves disposal.

Take photographs of the accident scene

Contact your Mackinaw Administrators Workers Compensation Claim Department by phone as soon as possible on serious cases, and fax FROI forms to Mackinaw Administrators as soon as possible for all claims.