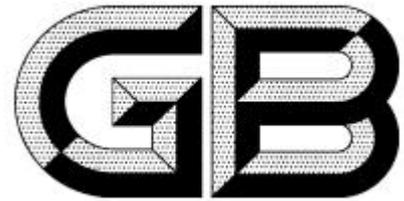


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## Technical specifications for the investigation of work safety accidents

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# Foreword

This document is drafted in accordance with the provisions of GB/T 1.1-2020 Directives for Standardization—Part 1: Structure and Drafting Rules for Standardization Documents.

Attention is drawn to the fact that some contents of this document may involve patents. The issuing authority of this document shall not assume the responsibility for identifying any such patents.

This document is proposed and administered by the Ministry of Emergency Management of the People's Republic of China.

# Technical specifications for the investigation of work safety accidents

## 1 Scope

This document specifies the general requirements for work safety accident investigation, on-site investigation, evidence collection, accident analysis, and requirements for compiling accident investigation reports.

This document applies to the investigation of work safety accidents.

Note: "Work safety accident" in this document is referred to as "accident" for short.

## 2 Normative References

The contents of the following documents, which are incorporated by normative reference in this document, constitute indispensable provisions of this document. For dated referenced documents, only the version corresponding to the specified date applies to this document; for undated referenced documents, the latest version (including all amendments) applies to this document.

GB 6721 Statistical Requirements for Direct Economic Losses from Work Safety Accidents

AQ 9012 Specifications for Emergency Rescue Assessment of Work Safety Accidents

## 3 Terms and Definitions

The following terms and definitions apply to this document.

### 3.1 accident investigation

A series of activities conducted to find out the accident process, causes, casualties and direct economic losses, and to ascertain the nature and liability of the accident.

### 3.2 accident scene investigation

An activity of conducting on-site inspection, examination, measurement and documentation of the place, items, equipment and other relevant elements where the accident occurred, for the purpose of collecting evidence and clues.

### 3.3 inquiry interview

An investigation method of conducting inquiries with relevant parties, managers, supervisors, rescuers and other personnel involved in or related to the accident, to obtain information about the accident.

## 4 General Requirements

**4.1** Accident investigation shall ascertain the accident process, causes, casualties and direct economic losses, determine the nature and liability of the accident, summarize lessons learned, and propose rectification and preventive measures.

**4.2** Accident investigation procedures are divided into general procedures and simplified procedures in accordance with relevant provisions. The general procedures for accident investigation include accident scene investigation, evidence collection, accident analysis, compilation of accident investigation reports, etc. When the simplified procedure is adopted for accident investigation, it shall comply with the requirements specified in Appendix A.

**4.3** The accident scene shall be protected immediately after the occurrence of an accident. No objects, traces or conditions related to the accident shall be damaged. Where it is necessary to move certain objects at the scene for rescuing the injured, on-site markers shall be set up and corresponding protective measures shall be taken.

**4.4** An accident investigation work plan shall be formulated based on actual needs when conducting the accident investigation.

## 5 Accident Scene Investigation

### 5.1 General Requirements

**5.1.1** The accident scene investigation shall clearly define the specific scope, content, route and safety protection measures of the investigation.

**5.1.2** The number of on-site investigators shall be no less than 2 persons.

**5.1.3** Prior to the on-site investigation, investigators shall obtain information about the scene conditions before and after the accident from the parties involved, reporters and other personnel with relevant information.

**5.1.4** Prior to the on-site investigation, potential hazards at the scene shall be identified and assessed, and corresponding measures shall be taken.

**5.1.5** Investigators shall be equipped with and use necessary personal protective equipment (PPE).

### 5.2 Implementation of Investigation

**5.2.1** Investigators shall enter the scene in accordance with the determined investigation route and shall not damage the original condition of the scene. For items hazardous to health, safety protection measures shall be adopted without damaging the original evidence.

**5.2.2** The content of on-site investigation shall include on-site damage, failure or damage of equipment and facilities, failure or damage of safety facilities, locations of casualties, etc. For detailed content, refer to Appendix B.

**5.2.3** Relevant traces and items remaining at the accident scene shall be collected during the on-site investigation. Prior to collection, photographs and videos shall be taken. After collection, the traces and items shall be sealed and preserved using appropriate methods, with labels attached and inventory lists filled out. The labels and inventory lists shall be signed or sealed by the collectors, witnesses or parties involved.

**5.2.4** Necessary diagrams covering the accident details shall be drawn during the on-site investigation, which shall be signed by the drafter and marked with the drawing date.

Note: Examples include diagrams of the accident scene, locations of casualties, process flow, etc.

### **5.3 Compilation of On-site Investigation Records**

**5.3.1** An on-site investigation record shall be compiled upon completion of the on-site investigation.

**5.3.2** The on-site investigation record shall include the investigators, investigation time, investigation route and investigation content, and shall truthfully describe the basic conditions of the accident site and information related to the accident. Relevant diagrams, photos or videos shall be attached as needed. For the content and format, refer to Appendix C.

**5.3.3** All personnel participating in the on-site investigation shall sign the investigation record for confirmation.

## **6 Evidence Collection**

### **6.1 Collection of Documentary Evidence**

**6.1.1** Documentary evidence related to the accident shall be retrieved and collected.

Note: Documentary evidence includes but is not limited to: business licenses and permits, organizational structure, work safety management systems, production processes, operating procedures, work safety-related records, as well as equipment manuals, procurement contracts, maintenance agreements, employment certificates, social security certificates and relevant government documents related to the accident.

**6.1.2** When retrieving documentary evidence, the target, content, form and submission deadline shall be specified.

**6.1.3** Documentary evidence related to the accident shall be original copies. Where it is difficult to collect the original copies, duplicates, photocopies or excerpts verified consistent with the original shall be collected, marked with the statement "verified consistent with the original", and indicated with the issue date and evidence source. The collected materials shall be signed or sealed by the responsible person of the entity providing the evidence.

**6.1.4** When collecting documentary evidence such as diagrams and professional technical materials, explanatory materials shall be attached as required by the evidence collection work.

**6.1.5** When collecting conclusions from inspection, testing and appraisal conducted by technical service institutions, copies of valid certificates or qualification documents of the technical service institutions and technical personnel shall be attached.