

XYZ COMPANY ACCIDENT INVESTIGATION PROGRAM

PURPOSE

The Accident Investigation Program is to provide the proper procedures for conducting accident investigations and providing appropriate avenues for corrective action. Our company's Accident Investigation policy fosters the philosophy that all personnel and visitors on our premises are entitled to a safe and healthful environment, free from all foreseeable safety and health concerns.

SCOPE

Our company's Accident Investigation Program provides the procedures and training for all accidents that result in employee injuries, property damage or the probability there of will be investigated and will initiate corrective actions to be taken to reduce further incidents from occurring.

DEFINITIONS

Accident: An unplanned incident in the workplace that results in injury, illness and/or property damage or the probability thereof.

Accident investigation: The process of determining the causes of accidents and implementing corrective actions to prevent reoccurrence.

Hazard: Anything that presents a danger to employees or property.

Hazard Control: Any method used to reduce or eliminate a hazard, such as:

1. Engineering controls
2. Administrative controls
3. Personal Protective Equipment (PPE)
4. Housekeeping
5. Safe work practices
6. Training

OSHA Log No. 300: Log and Summary of Occupational Injuries and Illnesses, on which all injuries and illnesses that occur in the workplace during the year must be recorded; also used to summarize the log at the end of the year to satisfy employer posting requirements.

RESPONSIBILITIES

The Safety Director is responsible for:

1. Administering the program and issuing written materials that support it.
2. Coordinating all activities related to hazard control, insurance companies and OSHA, state and local regulatory compliance.
3. Maintaining OSHA recordkeeping on the OSHA 300 Log and Summary of Occupational Injuries and Illnesses.
4. Reporting all serious accidents that result in fatalities or hospitalization of three or more employees to the local OSHA area office within eight hours of occurrence.
5. Analyzing accident records to identify program deficiencies.
6. Scheduling supervisors, and as appropriate, safety committee members for training.
7. Maintaining training recordkeeping.
8. Posting the Summary of the OSHA 300 during the month of February.

Supervisors are responsible for:

1. Conducting accident investigations within their departments and providing appropriate corrective actions.
2. Initiating accident investigations immediately upon notification and completing them within 24 hours of occurrence, if they involve an employee injury or illness that requires a physician's care.

PROGRAM GOALS AND OBJECTIVES

General

1. All accidents that result in employee or contractor injuries, property damage or the probability thereof will be investigated.
2. A company investigation report will be completed within 24 hours of an accident if it involves an employee or contractor injury or illness that requires a physician's care.
3. The accident investigation will be completed according to the accident investigation procedure by using the forms provided in the back of this manual.

4. The Safety Committee will initiate corrective action according to the initial accident report(s). Corrective actions that cannot be initiated immediately will be documented on the Corrective Action Log that indicates what will be done, when and by whom. A copy of the Corrective Action Log will be maintained by the Safety Director.
5. Any accident that results in sending employees or contractors to outside medical treatment will be reported to company management and the Safety Director immediately.

Safety Committee

1. The safety committee will review accident investigations and make recommendations for corrections.

The safety committee will review incident and near-miss investigations, and when necessary, submit suggestions to prevent future incidents.

Training

1. All supervisors will be trained and be knowledgeable in accident investigation and the safety and health hazards to which employees under their immediate direction and control may be exposed.

Recordkeeping

1. All accident reports generated shall be kept a minimum of three years.
2. It is recommended that records be kept indefinitely to maintain the information necessary to provide an adequate history of conditions that have been responsible for accidents and what corrective actions have been taken.
3. The Summary of the company OSHA 300 Log each year will be posted on the employee bulletin board for the month of February.
4. All records shall be kept documenting training for each employee, including employee name or other identifier, training dates, type(s) of training and training provider.

ACCIDENT INVESTIGATION INFORMATION

A. Definition of an Accident

A most basic dictionary definition of accident is “an unexpected, unwanted event” or perhaps “an event occurring by chance or from unknown causes.”

B. What is an Accident Investigation?

An accident investigation is basically the supervisor’s analysis and account of an accident based on the factual information gathered by a thorough and conscientious examination of all factors involved. It is not a mere repetition of the worker’s explanation of the accident. True accident investigation includes the objective evaluation of all facts, opinions, statements, and related information, as well as definite action steps to be taken to prevent a recurrence.

The time for accident investigation is always as soon as possible. The less time between accident and investigation, the better the information that can be obtained. Facts are clearer, more details remembered, and the conditions are nearest those at the time of the accident. The only situations that should be permitted to delay the investigation are those in which medical treatment is needed or the worker is emotionally upset.

C. Management Weaknesses

It’s been established by some safety professionals that “four major elements of subsystems in the total business operation” - people, equipment, material, and environment - “individually or in combination provide the source of causes that contribute to a downgrading incident.”

- Lack of management control
- Basic cause(s)—Origin(s)
- Immediate cause(s)—symptoms
- Incidents—contact
- People-property-loss

It is important to note that the accident causation sequence now takes into consideration weakness(es) of the management system. Unless we consider the management system as a fundamental root cause of accidents, we may find we are uncovering accident symptoms rather than the basic cause

D. Why Investigate?

The investigator/analyst should have the purpose of the procedure clearly in mind before the investigation begins. In occupational injury accidents, the ultimate goal of the investigation should be to determine the basic causes—the management system defects—and how these causes can be eliminated to prevent a recurrence.

The investigation of accidents is the responsibility of all levels of management and the concern of every employee, but the supervisor's unique position gives him or her special priority and responsibility in this function. Supervisors in the area where an accident occurs have certain qualifications and advantages other members of management do not have.

1. They know the most about the situation, have daily contact and familiarity with the people, machines, and materials and environment involved. They know the standard practices and circumstances in the area as well as the hazards.
2. They have a personal interest in identifying accident causes. To supervisors, accidents are not simply figures and statistics, they are their people, their machines, their material, their environment. Accident investigations focus a welcome light on the conditions and hazards that could endanger the lives of their workers or damage their equipment and material.
3. They can take the most immediate action to prevent an accident from recurring. Being in direct control of the people, procedures, and property in the area gives supervisors the advantage of taking immediate corrective action and the greatest opportunity for effective follow-up.
4. They can communicate more effectively with their workers. Though a worker may be "employed by" the company, he or she "works for" the supervisor, and knows that the supervisor is interested in his safety. To workers, supervisors are the "management" they know best. They speak their language and even more important, understand it. In accident reporting and investigation, the worker can "tell is like it is" to a supervisor.

To arrive at the ultimate goal of identifying and correcting management system defects, a clearly identified procedure for reporting incidents, gathering facts, analyzing information, identifying causes, suggesting corrective actions, and evaluating corrective actions should be established. This procedure should be well planned, set forth in writing, and clearly understood by everyone involved.

No matter how conscientious supervisors may be, they cannot investigate accidents until they are aware of them. Certainly, major property damage and serious personal injury are seldom a problem from the standpoint of reporting. But what about the minor injury or property damage, the apparently unimportant little accident? It is in this “unspectacular” area that failure to report usually occurs.

ELEMENTS OF ACCIDENT INVESTIGATION

(Some items listed may not be applicable in certain cases—other information may)

A. WHO:

1. Employer name, address, phone
2. Employer representative - same info
3. Department personnel involved
4. Law enforcement personnel - name(s), location, address, phone
5. Ambulance service name, address, phone
6. Doctor(s) name, location, phone, address
7. Hospital name, phone, address
8. Witnesses name(s) [not interviewed; reason for no interview]
9. Witnesses names, addresses, phone [interviewed]
10. Employee - name, address, phone, job title, DOB, experience, time of employment

B. WHERE:

Location:

1. Street address, Name.
Specific accident location: i.e., basement of compressor building; 4273, S.E. corner.
2. Employee's location prior to, at time of and after accident.
3. Witnesses locations prior to, at time of and after accident.

4. Equipment location, if involved in accident - type, relation of each to the other and/or to employee [diagram, with relative measurements, if possible; if not possible to actually depict scene, have witnesses reconstruct on paper to the best of their ability.]

C. WHAT:

1. What was being done, generally - tripping; fracing; installing air conditioning system; excavating for 24" sewer line; coal-fired power plant construction - electrical work; highway construction; etc.
2. What was being done by the employee.
3. Control panel; traffic control.
4. What was being done by witnesses?
5. What happened - prior to accident?
6. What happened - the accident itself?
7. What happened - after the accident [emergency care; transportation; scene
8. What was the weather situation [outdoor activities]?
9. What were working conditions prior to accident and at time of accident stress; hours; training; experience; equipment; assistance (or lack of); illumination; etc.]?

WHEN:

1. When did project start?
2. When did the employee start on the project?
3. When was the project to end or when ended?
4. When did accident happen - day, date, time?
5. When was accident reported - who did it and how?
6. When was investigation started - ended [actual investigation; not completing of case file]?

E. HOW:

1. How was investigation performed; step-by-step walkthrough of entire investigation?
2. How much experience – employee, witnesses, employer?
3. How could the accident have been prevented?
4. How can a recurrence be prevented?

F. WHY:

1. Why did the accident happen?
2. Why was the employee where he was?
3. Why didn't this same type of accident occur earlier? [Or did It]

XYZ COMPANY
ACCIDENT INVESTIGATION PROGRAM
APPENDIX A - EMPLOYEE'S ACCIDENT REPORT

TO THE EMPLOYEE: *This report must be completed by you as soon as possible after your injury. Read the questions carefully and make your answers complete and accurate.*

Name	_____		Date of Birth	_____	
	<i>Last</i>	<i>First</i>	<i>M.</i>		
Home Address	_____				
Soc. Sec.#:	_____	Home Phone	_____	Sex	_____
Job Title	_____			Years on Job	_____
Supervisor	_____				
Date of Injury	_____	Time of Injury	_____	AM/PM	_____

Did you immediately report your injury to your team lead? Yes No

If yes, *when (indicate date and time)?* _____

If you did not immediately report your injury to your team lead, please state your reason _____

Location where the injury occurred _____

Describe what happened to cause your injury _____

What can you do to prevent future injury _____

What is the nature of your injury (*specifically, what parts of your body have been injured*)?

Were there any witnesses to the accident? ? Yes No If yes, what are their names _____

Have you previously had an injury similar to this? _____

Additional comments _____

Employee's Signature _____ Date _____

Supervisor's Signature _____

Workers' Compensation Coordinator's Signature _____

Date of Meeting _____

XYZ COMPANY
RETURN TO WORK/WORK COMP PROGRAM
APPENDIX B - SUPERVISOR'S ACCIDENT INVESTIGATION

Instructions to Complete This Form: (1) Please print or type information on this form. (2) Enter all required information which applies to a personal injury or property damage accident in the top portion of this form. Please note that vehicle accidents should be reported as property damage. (3) Be sure to check the appropriate box under the Incident Classification section. (4) When completing the Description section, you should answer the following questions: What actually was taking place? What went wrong to make the accident happen? What were the consequences of the accident? (5) In the Analysis section, identify what unsafe act or condition contributed to the accident and why these conditions were allowed to exist in the work place. (6) The Prevention section should describe what action was taken to prevent reoccurrence, who is responsible for completing the action, and the date it will be completed.

Content:	Component/Factory Unit /T. R. A. Lines:	Cause of Occurrence	Time A.M. P.M.	Date Happened:
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Name of Injured Person:	Property Damage:
Occupation of Injured Person:	Estimated Cost:
Part of Body Injured:	
Nature of Injury:	Nature of Damage:
Object/Equipment/Substance Inducing Injury:	Object/Equipment/Substance Inducing Damage:
Person w/ Most Control of object/Equipment/Substance:	Person With Most Control of Object/Equipment/Substance:
INCIDENT CLASSIFICATION: <input type="checkbox"/> No Injury/Near Miss <input type="checkbox"/> First Aid <input type="checkbox"/> OSHA Recordable <input type="checkbox"/> Lost Time (Lost Workday Case)	INCIDENT CLASSIFICATION: <input type="checkbox"/> Preventable Vehicle <input type="checkbox"/> Non-Preventable Vehicle

● **DESCRIPTION** Describe how the incident occurred. Complete diagram on reverse side on all vehicle incidents.

● **ANALYSIS (A)** What acts, failure to act and/or conditions contributed most directly to this incident?

● **ANALYSIS (B)** What action(s) has or will be taken to prevent reoccurrence?

● **PREVENTION** What are basic or fundamental reasons for the occurrence of these conditions?

Investigated By:	Date:	Interviewed By:	Date:
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