

Accident Investigation

Purpose

One of the ingredients to a successful safety process includes unbiased, prompt and accurate accident investigations. The basic purpose of these investigations is to determine measures that can be taken to prevent similar accidents in the future.

Scope:

It is the policy of This Company that investigations of all work related accidents, injuries and illnesses are to be conducted in a to identify the root causes so that changes can be made for the prevention of future accidents.

Responsibilities: Management

- Conduct accident prevention and investigation training for supervisors
- Ensure all accidents and injuries are properly investigated
- Ensure immediate and long term corrective actions are taken to prevent reoccurrence
- Maintain Accident Reports permanently on file
- Ensure proper entries are made on the OSHA 300 Log and First Report of Injury
- Provide all necessary medical care for injured workers

Supervisors:

- Conduct immediate initial accident investigations
- Report all accidents to management as soon after the event as possible
- Collect and preserve all evidence that may be useful in an investigation
- Conduct interviews of witnesses in a polite professional manner
- Do not attempt to find or assign blame for accidents
- Take action to protect people and property from secondary effects of accidents

Employees:

- Immediately report all accidents & injuries to their supervisor
- Assist as requested in all accident investigations

- Report all hazardous conditions and near-misses to supervisors

The initial investigation has three purposes:

1. Prevent further possible injury and property damage
2. Collect facts about the accident
3. Collect and preserve evidence

Steps

- a. Secure the area. Do not disturb the scene unless a hazard exists.
- b. Prepare the necessary sketches and photographs. Label each carefully and keep accurate records.
- c. Interview each victim and witness. Also interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview. Use a tape recorder if desired and if approved.

Determine

- a. What was not normal before the accident?
- b. Where the abnormality occurred.
- c. When it was first noted.
- d. How it occurred.

Follow-up Accident Investigation

The follow-up investigation is used to analyze data and determine the causes and corrective actions necessary to prevent reoccurrence.

Steps

- a. Analyze the data obtained in the initial investigation
- b. Repeat any of the prior steps, if necessary.
- c. Determine
 1. Why the accident occurred.
 2. A likely sequence of events and probable causes (direct, indirect, basic).
- d.. Determine the most likely causes.
- e.. Conduct a post-investigation briefing.

- f. Prepare a summary report, including the recommended actions to prevent a recurrence.

An investigation is not complete until all data are analyzed and a final report is completed. In practice, the investigative work, data analysis, and report preparation proceed simultaneously over much of the time spent on the investigation.

Conducting Interviews

In general, experienced personnel should conduct interviews. All interviews should be conducted in a quiet and private location. It is essential to get preliminary statements as soon as possible from all witnesses. Investigators should not provide any facts to the witness - only ask non-leading questions.

- a. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
- b. Listen, let each witness speak freely, and be professional, courteous and considerate.
- c. Take notes without distracting the witness. Use a tape recorder only with consent of the witness.
- d. Use sketches and diagrams to help the witness.
- e. Emphasize areas of direct observation. Label hearsay accordingly.
- f.. Do not argue with the witness.
- g. Record the exact words used by the witness to describe each observation.
- h.. Identify each witness (name, address, occupation, years of experience, etc.).

Accident Analysis

Accidents represent problems that must be solved through investigations. Formal procedures are helpful in identifying and solving problems. This section discusses two of the most common procedures: Change Analysis and Job Safety Analysis.

Change Analysis

As its name implies, this technique emphasizes change. To solve a problem, an investigator must look for deviations from the norm. Consider all problems to result from some unanticipated change. Make an analysis of the change to determine its causes. Use the following steps in this method:

1. Define the problem (What happened?).
2. Establish the norm (What should have happened?).
3. Identify, locate, and describe the change (What, where, when, to what extent).
4. Specify what was and what was not affected.
5. Identify the distinctive features of the change.
6. List the possible causes.
7. Select the most likely causes.

Investigation Report

An accident investigation is not complete until a report is prepared and submitted to management. To be an effective tool, an accident report should be clear and concise. The purpose of the investigation is to prevent future accidents. The following outline has been found especially useful in developing the information to be included in the formal report:

1. Background Information
 - a. Where and when the accident occurred
 - b. Who and what were involved
 - c. Operating personnel and other witnesses
2. Account of the Accident (What happened?)
 - a. Sequence of events
 - b. Extent of damage
 - c. Accident type
 - d. Agency or source (of energy or hazardous material)
3. Discussion (Analysis of the Accident - HOW; WHY)
 - a. Direct causes (energy sources; hazardous materials)
 - b. Indirect causes (unsafe acts and conditions)
 - c. Basic causes (management policies; personal or environmental factors)
4. Recommendations (to prevent a recurrence) for immediate and long-range action to remedy:
 - a. Basic causes
 - b. Indirect causes
 - c. Direct causes (such as reduced quantities or protective equipment or structures)

Possible Causes

Obvious accident causes are most probably symptoms of a "root cause" problem. Some examples of Unsafe Acts and Unsafe Conditions which may lead to accidents are:

Unsafe Acts

- Unauthorized operation of equipment
- Running - Horse Play Not following procedures By-passing safety devices
- Not using protective equipment
- Under influence of drugs or alcohol

Unsafe Conditions

- Ergonomic Hazards
- Environmental hazards
- Inadequate housekeeping
- Blocked walkways
- Improper or damaged PPE
- Inadequate machine guarding

Recommendations

As a result of the finding is there a need to make changes to:

- Employee training
- Work Stations Design
- Policies or procedures

Records

All accident reports will be maintained on file permanently. They shall receive timely review by upper management to ensure proper corrective actions have been taken. First Report of Injury and OSHA 300 Log entries will be made within 8 hours of notification of injuries or illnesses.

Accident Investigation: Supervisor Guide

It is extremely important that supervisors obtain all the relevant incident facts after a workplace injury has been reported to you by a worker. The information obtained from the situation establishes the factual basis of the incident. These facts will be needed to handle the case. All workers have been educated and should be reminded to report all injuries, no matter how slight, immediately. Several post hire forms have been signed that educate workers to report all incidents and accidents immediately. Therefore, if injuries are reported late it is a red flag for you and an indication of a need more information.

Step One: Take the worker to the designated occupational medical facility.
Request a post accident drug screen be conducted.

Step Two: Have the worker who reported the injury complete the form that follows titled: **Employee Report of Workplace Injury.**

Step Three: Question the worker as follows:

1) How did this incident happen? Employee response: _____

2) Did anyone witness this event? _____ If so, who? _____

3) Verify witness statement: _____

Step Four: Go to the place of the alleged incident. Do circumstances support or dispute the details in the report? _____

Was any safety rule(s) violated? _____

Were any unsafe acts committed? _____

Were any unsafe conditions present? _____

What are your thoughts about this incident? _____

Supervisor: _____ Date: _____ Time: _____

Accident Investigation: Employee Form

Workers' Name: _____ Today's date: _____

Position: _____ Date: _____ Time: _____ AM/PM

Work site/location of injury: _____

Explain nature of injury:

Date first noticed: _____ Time of day: _____

What were you doing? _____

How did you feel then? _____

How do you feel now? _____

Did you report the injury when it happened? _____ To Whom? _____

If not, why did you not report the injury? _____

Who else witnessed the accident? _____

My signature below indicates that I have given this information and that it is true and accurate to the best of my knowledge and belief.

Employee's Signature

Date

Accident Investigation: Supervisor Form

All accidents must be investigated to identify the root cause of the injury. The purpose of this Investigation is to gather relevant facts about the incident document all statements and prevent future accidents by correcting the unsafe conditions and training.

Date: _____ Worker: _____ Location: _____

Describe Event:

Body Part Injured: _____ Medical Care Provided: _____

Medical provider: _____

What corrective action was taken to correct the unsafe condition?

What is the root cause of this Injury? _____

Witness Statements:

1)witness: _____ states: _____

2)witness: _____ states: _____

This complete document must be returned to the Safety Director.

This Accident Investigation was completed by: _____

Near Miss – Incident Report

Near Miss:		Incident:	
<hr/>			
Division:	Report Date:	Time:	AM PM
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Name:	Job Title:	SS# or Employee #:	
Job Number:	Id# of Equipment:		
<hr/>			
Name or Description of Equipment:		Estimated Repair/ Replacement Cost:	
Description of Damage:			
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Describe How the Incident Occurred: (Use Diagram if necessary):			
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Describe Unsafe Acts:		Describe Unsafe Conditions:	
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Action To Be Taken:			
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Action Already Taken:			
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Completed By:	Date:	Reviewed By:	
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CC: Corporate Safety Division Manager File