



## **Section 4 - Accident Management**

### **A. Accident & Near Miss Reporting Procedures**

If you have a near-miss situation while working, notify your supervisor immediately. The situation will be investigated and corrective action implemented to prevent future injury. Employees and witnesses must fully cooperate in the investigation. If you are injured on the job:

- a. Contact your supervisor, or the nearest coworker (who should notify a supervisor) if you are unable to contact your supervisor due to the severity of your injury.
- b. The designated employee who is trained in first-aid and/or CPR should be immediately notified to assist in the situation.
- c. First aid kits, which are prominently displayed throughout the workplace, should be made available and medical supplies promptly refilled (by the Safety Director).
- d. If needed, the supervisor or his designee should transport the injured worker to the company's designated medical facility to receive appropriate medical attention. A post-accident drug and/or alcohol test will be conducted in accordance with the company's Substance Abuse and a Drug Free Workplace Policy per the Employee Handbook.
- e. If rescue personnel are summoned, the supervisor should delegate an individual to wait for the rescue team and escort them to the injured employee.
- f. All witnesses to the accident should be available to speak with the Safety Director and/or supervisor and cooperate in all accident investigations.
- g. The Safety Director should immediately notify the insurance company of the accident and file a workers' compensation claim.

Every accident or near-miss situation should be reported immediately. Injured employees and witnesses to the accident will assist the supervisor in completing an accident investigation. Injured employees must comply with the medical treatment provided by the treating physician, cooperate with the insurance company and its designees, and abide by the company's return-to-work policy.

### **B. Accident Investigation**

When an accident occurs, it is an indication that something has gone wrong. Accidents don't just happen, they are caused. The basic cause(s) of accidents are unsafe acts and/or conditions. The supervisor must investigate every accident to determine the cause and to initiate corrective action to assure that similar type accidents will not recur from the same causes.

Supervisors should complete the following accident investigation form and submit a copy to the Safety Director and Safety Committee for review. The Committee and/or Safety Director should evaluate the corrective action taken or suggested by the supervisor and instruct if additional changes should be made.

### Tips on accident investigations:

1. Every accident is caused. Carelessness is not a cause, but the result of some deficiency. Telling employees to be more careful will not eliminate the real accident cause.
2. An accident investigation is not a trial to find fault or to place blame. Its purpose is to find accident causes so that corrective measures may be taken to prevent future accidents.
3. Most accidents result from a combination of human error (unsafe behavior) and a physical hazard (unsafe condition). Do not overlook the possibility of multiple errors and hazards.
4. Don't stop at the obvious answer. For instance, a missing machine guard does not cause an accident. The accident happened because the operator entered the point of operation.
5. Determine why the operator did this and why-the guard was off the machine. Only by correcting both problems can you prevent future accidents.
6. The accident investigation should be conducted as soon after the accident as possible. Facts should be gathered while the accident is fresh in the minds of those involved. If possible, question every employee who was involved or witnessed the incident. Delay interviewing injured employees until after medical treatment has been received.
7. Other employees who did not witness the accident but work in the area, may contribute information regarding the injured workers' activities prior to the accident and conditions at the time of the accident.
8. The accuracy and completeness of the information received from the injured worker(s) and witnesses depends on how well the interview is conducted. Supervisors should:
  - a. Put employees at ease.
  - b. Ask what happened and how it happened.
  - c. Permit employees to answer without interruptions.
  - d. Show concern.
  - e. Remember, nothing is gained with criticism or ridicule.
  - f. Ask why questions only to clarify the story.
  - g. Repeat the story as you understand it.
  - h. Give the employee the chance to correct any misunderstandings that you have.
  - i. Photographs of the conditions as they exist immediately following the accident, including photos of the damaged equipment, are very helpful.
  - j. Damaged equipment should be removed or secured for future testing and used as evidence.
  - k. Take immediate action to correct any obvious unsafe conditions. Determine the basic accident causes and correct or recommend action to prevent reoccurrence.

**Supplemental Information for completing the Accident Investigation Report**  
 Note: Each accident will involve at least one of the following conditions as a contributing factor.

***Environmental Factors (Unsafe Conditions)***

| <b>Conditions</b>                                | <b>Definition of Condition</b>   | <b>Suggested Corrective Action</b>   |
|--|--|--|
| Unsafe procedures                                | Hazardous Process. Management failed to make adequate plans for safety.  | A. JSA (Job Safety Analysis)<br>B. Formulation of Safe Procedures  |
| Improperly guarded                               | Work areas, machines, or equipment that are unguarded or inadequately guarded.   | A. Inspections<br>B. Checking plans, blueprints, purchase orders, contracts and materials for safety<br>C. Include guards in original design, order & contract<br>D. Provide guards for existing hazards |
| Defective through use                            | Buildings, machines, or equipment that have become rough, slippery, sharp edged, worn, cracked, broken, or otherwise defective Through use or abuse.       | A. Inspections<br>B. Proper Maintenance  |
| Defective through design                         | Failure to provide for safety in the design, construction, and installation of buildings, machinery, & equipment. Too large, too small, not strong enough. | A. Source of supply must be reliable<br>B. Checking plans, blueprints, purchase orders, contracts, & materials for safety<br>C. Correction of defects  |
| Unsafe clothing or personal protective equipment | Management's failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, & other articles of safe dress or apparel.            | A. Provide safe apparel or personal protective equipment<br>B. Specify the use or non-use of certain apparel or protective equipment on certain jobs.  |
| Unsafe housekeeping facilities                   | Unsuitable layout or lack of equipment necessary for good housekeeping (i.e. shelves, boxes, bins, aisle markers, etc.)                                    | A. Provide suitable layout and equipment necessary for good housekeeping   |
| Improper ventilation                             | Poorly or not ventilated area  | A. Improve ventilation   |
| Improper illumination                            | Poorly or not illuminated area   | A. Improve illumination  |

***Behavioral Factors (Unsafe Acts)***

| <b>Factor</b>              | <b>Definition of Factor</b>   | <b>Suggested Corrective Action</b>  |
|----------------------------|---|---|
| Lack of knowledge or skill | Unaware of safe practice; unpracticed or unskilled. Not properly instructed or trained.           | A. Job Training<br>B. Improved hiring practices   |
| Improper attitude          | Worker was properly trained and instructed, but failed to follow instructions.                    | A. Supervision<br>B. Discipline<br>C. Improved hiring practices   |
| Physical Deficiencies      | Worker has impaired eyesight or hearing, heart trouble, hernia, previous injuries, etc.           | A. Pre-employment physicals<br>B. Periodic physicals<br>C. Proper placement of workers<br>D. Identification of workers with temporary physical deficiencies |
| Substance Abuse            | Worker was under the influence of (illegal or prescribed) drugs or alcohol while completing task. | A. Drug-Free Workplace Policy with drug/alcohol testing<br>B. Discipline<br>C. Rehabilitation   |



## Self-Inspection Check List (page 2 of 2)

Grade: 1 = Satisfactory, 2 = Needs some attention, 3 = Needs immediate action

| <i>Item</i>  | <i>I Grade I Comments</i> |  |
|--|---------------------------|--|
| Metal ladders not used around electrical hazards           |                           |  |
| Step ladders fully open when in use                        |                           |  |
| <b>Material Handling</b>                                   |                           |  |
| Materials properly stored & stacked                        |                           |  |
| Stacks on firm footings and to be stable                   |                           |  |
| Passageways provided and not blocked                       |                           |  |
| Personnel lifting loads proper                             |                           |  |
| Proper lifting techniques used                             |                           |  |
| <b>Flammable Gases &amp; Liquids</b>                       |                           |  |
| All flammable waste disposed of properly                   |                           |  |
| Proper storage containers/cans used                        |                           |  |
| Fire hazards checked                                       |                           |  |
| Proper type of fire extinguishers provided                 |                           |  |
| Instruction on proper use and handling of materials posted |                           |  |
| <b>Personal Protective Equipment</b>                       |                           |  |
| Proper eye, ear, face, head, and hand protection used      |                           |  |
| Respirators & masks used when necessary                    |                           |  |
| Proper clothing worn                                       |                           |  |
| Other  |                           |  |
|  |                           |  |
|  |                           |  |
|  |                           |  |
|  |                           |  |
|  |                           |  |

Repairs/Corrections must be completed by: (date) \_\_\_\_\_

Repairs/Corrections mentioned above have been completed \_\_\_\_\_

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_