

Accident/Incident Investigation, Reporting and Analysis

One of the best ways to prevent accidents is to investigate the causes of the accidents/incidents that do occur. A prompt, thorough investigation of any incident, regardless of severity, including "near misses", is an important part of any good safety program. Safety investigations should be fact-finding and not fault-finding. The focus should be on finding out what happened, and how we can prevent another similar accident from happening. What is learned from the investigation helps identify and correct problems, contributing to a safe and healthy workplace. Investigations should be conducted involving the following circumstances:

- An accident which results in an employee injury.
- An incident which results in a "near miss" - one which "almost" or "could have" resulted in an injury-producing accident.
- An incident which results in damage to State property.
- A vehicle accident involving a state vehicle driven by an employee.
- An occupational illness or disease, including but not limited to: any form of cumulative trauma disorder (i.e., Carpal Tunnel Disorder, back/neck pain, etc.)

Responsibilities:

1. The supervisor will normally be the first person notified of an accident or incident. As soon as possible after an accident which results in injury to an employee or damage to property, the supervisor will: take immediate action as appropriate to prevent any further injury to an employee or damage to property; and will see that first aid is rendered as appropriate, and/or emergency assistance requested. As soon as practical, the supervisor will notify the Human Resources Department & EHS/Risk Management. The University Safety Coordinator who will, when requested, assist the supervisor in conducting an investigation to include preparation of an accident report form
2. The University Safety Coordinator will ensure that appropriate notification procedures are available for the proper and timely notification of accidents/incidents. The University Safety Coordinator will also guide and advise supervisors and management in the investigation and reporting process.
3. All accidents which result in employee injury will also be reported to the University's Workers' Compensation Claims coordinator who will complete the Employer's First Report of Injury or illness (TWCC-IS) according to applicable rules and instructions contained in the Claims Coordinator Handbook, published by the State Employees Workers' Compensation Division, Office of the Attorney General.

Documentation and Procedures:

1. Supervisors will complete the accident/incident investigation form. The injured employee does not fill out the supervisors section of this form.
2. The investigation report form should be signed by the appropriate parties and submitted to the University Safety Coordinator.
3. The University Safety Coordinator will ensure that recommended corrective action has been/or is being taken.
4. Depending on the frequency and/or severity of accidents/incidents, the University Safety Coordinator and management will jointly conduct a semi-annual review and analysis of the University's accident experience data to determine the effectiveness of implemented corrective actions and to detect any trends, either positive or adverse.
5. The investigation report form and any other documentation prepared during the investigation will be filed in the University's Safety Coordinators office and disposed of according to the University's records retention schedule.