

1 - Accident Reporting: Safety Training

EH&S – MGA

Goals: This safety session should teach you that:

- A. The purpose of investigating accidents is not to place blame.
- B. Most accidents have several underlying causes.
- C. By investigating and finding these causes, we can prevent future accidents.

OSHA Regulations: 29 CFR 1904—Recording and reporting occupational injuries and illnesses.

1. Investigating accidents (and near misses) can prevent future accidents.

- A. Often there are dangerous underlying conditions that will cause future incidents unless they are discovered.
- B. There may be several close calls and even some minor accidents that precede a major accident with serious injuries.
- C. If we discover the dangerous conditions after a close call, that serious accident may never happen.

2. All accidents (and near misses) should be reported and investigated promptly.

- A. Get the facts as soon as possible while people’s memories are fresh.
- B. Observe the scene of the incident to see if there are clues to factors that could have caused a problem.
- C. Interview everyone involved as well as any witnesses.
- D. The purpose of investigation is not to find someone to blame.
- E. The investigation should ask what, when, where, who, how, and why.
- F. Pay special attention if there have been similar occurrences in the past.
- G. See if there seems to be a condition that contributed to the accident that can be changed to prevent the same thing from happening again.

3. Consider the variety of factors that can contribute to an accident.

Cause - Equipment malfunction	Remedy - Better inspection and maintenance
Cause - Bad weather	Remedy - Extra care to compensate
Cause - Worker inattention	Remedy - Eliminate distractions like noise
Cause - Poor lighting	Remedy - Improve work area conditions
Cause - Inadequate training	Remedy - Increase supervision and training

4. Prevention is the goal of accident investigation.

- A. Even one dangerous factor may be enough to trigger several close calls.
- B. Combining several of these factors can increase the likelihood of an actual accident.
- C. By recognizing and correcting these hazards, however, we can decrease the chance of a preventable accident.

5. Cooperate with investigators to discover the causes—there may be several factors involved.

- A. Don't disturb the accident scene unless it is necessary to help a victim who is injured.
- B. Try to remember as much as possible about conditions at the time of the accident— writing facts down before you forget is a good idea.
- C. Even if you were not directly involved or an actual witness, you may know of a condition that could have been a contributing element.

6. Physical aspects of the work environment often set the stage for an accident.

- A. Make sure the work area is clean and well lit.
- B. Make sure there are no fire or electrical hazards.
- C. See that exit routes are well marked and are never blocked.
- D. Keep all equipment in good repair and have all guards in place.
- E. Use the proper equipment to perform the job safely.
- F. Reduce the noise level as much as possible.

7. Everyone can help prevent accidents by following safe procedures.

- A. Wear proper PPE at all times.
- B. Be sure to follow all safety rules.
- C. Pay special attention to new or young employees to be sure they are capable of working on their own—perhaps you can give them a hand.
- D. Don't try to speed production by taking unsafe shortcuts.
- E. Observe behavior that might indicate health problems or drug or alcohol use and report it to your supervisor.
- F. Offer suggestions if you have an idea that will improve safety.

Summation:

No one wants accidents and injuries to occur. Accident investigation should be a tool to ensure that there are no repeated incidents.