



Accident Investigation and Reporting

For Supervisors





Investigating Accidents

Ideally, accident investigation should be conducted by someone who is knowledgeable of the work processes, procedures, persons, and industrial relations environment of a particular situation.

Who is this someone ? Supervisors

In addition to just a safety management concept, University of Washington also makes it clear that it is the supervisor's duty to investigate accidents.





Administrative Policy Statements

10.3.2

(a)(2) Deans, Directors, Chairs, and Supervisors---- Each of these individuals is responsible for safety performance in their respective units.





Administrative Policy Statements

10.3.3

.....all accidents must be investigated by the supervisor of the employee(s) involved and findings and corrective action reported on the appropriate University incident/accident report form.





The most immediate tasks after an accident

(1) Rescue Operations

(2) Medical Treatment

(3) Accident Investigation and Reporting





Report to EH&S within 24 hours

All incidents whether they result in bodily injuries, property damage, or near misses.





WAC 296-800-32005

You must report to us as soon as possible any incident that:

Causes a fatal or possible fatal injury

Causes injury requiring in-patient hospitalization of any employee.

Exception: If you do not learn of a reportable incident when it happens, you must report it asap after learning about the incident.

EH&S must subsequently report the same to L & I within 8 hours.





WAC 296-800-32005

Fatalities or hospitalization that occur within 30 days of an incident must also be so reported.





Special reporting requirements

(1) Workplace violence

- Follow UW Workplace Violence Policy

(2) Collisions /UW Vehicles Accidents

- Report to the UWPD and Fleet Services office within 24 hours

(3) Bloodborne Pathogens exposure

- Follow your departmental procedures, notify the designated staff, and immediately seek medical attention.





Reporting all incidents using OARS

Near misses should also be reported.

Whether an incident results in an injury or not is fortuitous. The unsafe act or condition could as easily inflict an injury or property damage. When the causes are removed, reoccurrence can be prevented.





Confidential Rules

(Name of the injured party is concealed)

Under the following circumstances you should mark the case as confidential:

- an injury or illness to an intimate body part or to the reproductive system,
- an injury or illness resulting from a sexual assault,
- a mental illness,
- a case of HIV infection, hepatitis, or tuberculosis,
- a needle stick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material (see 29CFR Part 1904.8 for definition), or
- other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log.





Accident Investigation: Multi-Step Process

- (1) Collect Information
- (2) Analyze All Causes
- (3) Develop Corrective Action and Recommendations
- (4) Take Corrective Action and Monitor



Collect Information

(1) Gathering physical evidence

- Probably the most non-controversial information available. It is also subject to rapid change or obliteration.
- Take photos recording visual evidence. “Overshoot and under print”.

(2) Interviewing witnesses

- Witnesses should be interviewed alone. If witnesses discuss the event among themselves, individual perceptions may be lost in the normal process of accepting a consensus view.
- A person with vivid imagination can “remember” situation that did not actually occur.



Collect Information (contd.)

(3) Reenacting an accident

- Make sure the witness thoroughly understand that they are to go through only the general motions under close supervision. They should not repeat the exact actions that produced the original event.





Analyze all causes: Root Causes

Causal factors leading to an accident generally fall into one or more of the following categories.

- (1) Equipment
- (2) Environment
- (3) Procedures/Policies
- (4) Personnel





Develop Corrective Action Control Hit List

- (1) Eliminate the Hazard
- (2) Substitute a less hazardous material
- (3) Use Engineering Controls (e.g. erect a guardrail)
- (4) Use Administrative Controls (e.g. develop SOP, training)
- (5) Use Personal Protective Equipment





WAC 296-800-11010

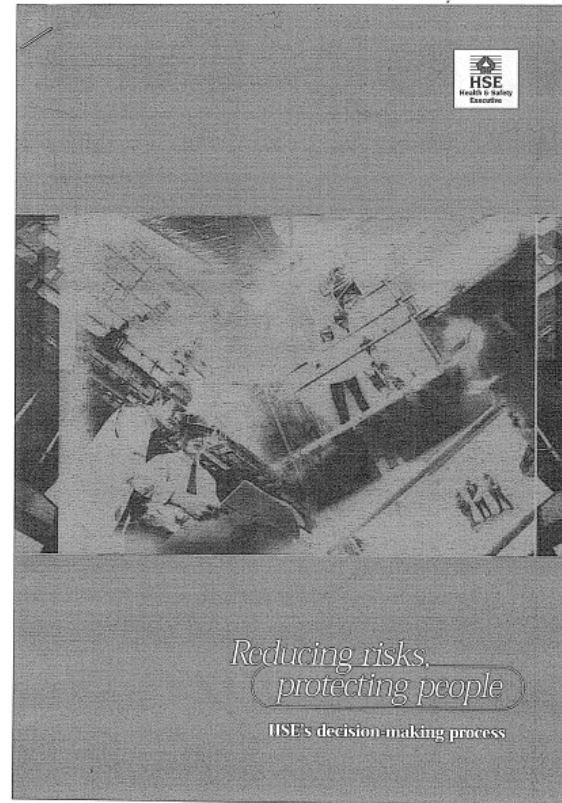
Employer's responsibility

“You must provide and use safety devices, safeguards, and use work practices, methods, processes, and means that are **reasonably adequate to make your workplace safe... “**





Health & Safety Executive's Decision Making Process





Duties of employers

Section 2 :

“ It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees”





Edwards V NCB (H&S at Work etc Act)

As far as is reasonably practicable implies that a computation is made by the employer in which the quantum of risk is placed on one scale and the sacrifice in the measures necessary to avert the risk (whether in money, time or trouble) is placed in the other.





Reasonably Practicable

(1) It does not mean that every measure that could possibly be taken (however theoretical) to reduce risk must be taken.

(Sometimes, there is more than one way of controlling a risk. These controls can be thought of as barriers that prevent the risk from being realized. There is a temptation to require more and more of these protective barriers, to reduce the risk to even lower and lower level.....)

(2) Ensuring that risks are reduced ALARP does not mean there will be no accidents or ill health.

(This is an uncomfortable thought for many people. But we have to accept that risk from an activity can never be entirely eliminated, unless the activity is stopped. Like freedom, safety is never absolute.)





Shuttle space program





Recommendations

Describe recommended corrective actions, including immediate temporary or interim actions (e.g. removed oil from floor) and permanent actions (e.g. repaired leaking oil line).





Take Corrective Action and Monitor

Recommended corrective action is just an intangible thought unless it is properly executed.

Monitor results.





Accident Investigation for Serious Injuries

For death, near death, or hospitalization incidents:

- make sure that any equipment involved in an accident is not moved (except to remove victim or to prevent further injuries), and
- persons are assigned to assist L & I who arrives at the scene to investigate the incident : including the person assigned by the employer, the immediate supervisor, witnesses, any employee representatives, and any other person who has the experience and skills.

