

- Near-Miss
- First Aid

FILE 801, IF BOXES BELOW ARE CHECKED

- Medical Care
- Time Loss
- Fatal

SYSTEM CHALLENGES

Management

Do we have:

- Policy Enforcement
- Hazard Recognition
- Accountability
- Supervisor Training
- Corrective Action
- Production Priority
- Proper Resources
- Job Safety Training
- Hiring Practices
- Maintenance
- Adequate Staffing

Employee

Was the employee:

- Following Procedure
- Training
- Previous Injury
- Mental Ability
- Physical Capacity
- Equipment Use
- Short Cuts
- PPE Worn
- Safety Attitude

Equipment

Do we have:

- Proper Tool Selection
- Tool Availability
- Maintenance
- Visual Warnings
- Guarding

Environment

What about:

- Plant Layout
- Chemical
- Temperature
- Noise
- Radiation
- Weather
- Terrain
- Vibration
- Ergonomics
- Lighting
- Ventilation
- Housekeeping
- Biological

Additional

Causal Factors:

- Faulty Equipment
 - Non-Employee
 - Prior Injury
 - Late Reporting
 - Off-the-Job Injury
- (Explain any checked boxes on separate sheet)

Accident Analysis

Immediate supervisor should complete this form promptly with worker.

1. Employee: _____ Dept.: _____ Phone: _____

Employer: _____

2. Date/Time of Accident: _____ Date/Time First Reported: _____

Supervisor: _____ Dept.: _____ Phone: _____

3. Accident Location: _____

4. Describe Injury (Nature of Injury/Part of Body): _____

5. Describe Accident Fully (What happened and why):

6. Identify factors which contributed to or caused accident (refer to list on left side of page):

Management:	Employee:
Equipment:	Environment:

Counter Measures/Best Practice; How do we correct areas identified in the MEEE area above, who will make changes and when will the changes be completed. Use other side if needed.	Who	By When

7. List witnesses & phone numbers:

8. Treating Physician, if known: _____ Phone: _____

Completed by: _____ Title: _____

Employee Signature: _____ Date/Time: _____

Note: Complete Workers Compensation claim (Form 801 or 801s) if injury required doctor's treatment. Form 801 or 801s must be received by SAIF within five (5) days of your knowledge of doctor treatment.

Completing the Accident Analysis

An accident analysis should be conducted for all accidents or incidents, regardless of the injury severity. This should also be done for "near misses", a case when an accident was narrowly avoided. An effective accident analysis process requires preparation and procedure development. Specific personnel, whether they be immediate supervisors, safety committee members, investigation team or safety coordinator should be trained in accident analysis principles and processes.

First Step - Care for the injured.

Insure appropriate medical care or first aid is provided for anyone injured.

Second Step - Secure the scene of the accident.

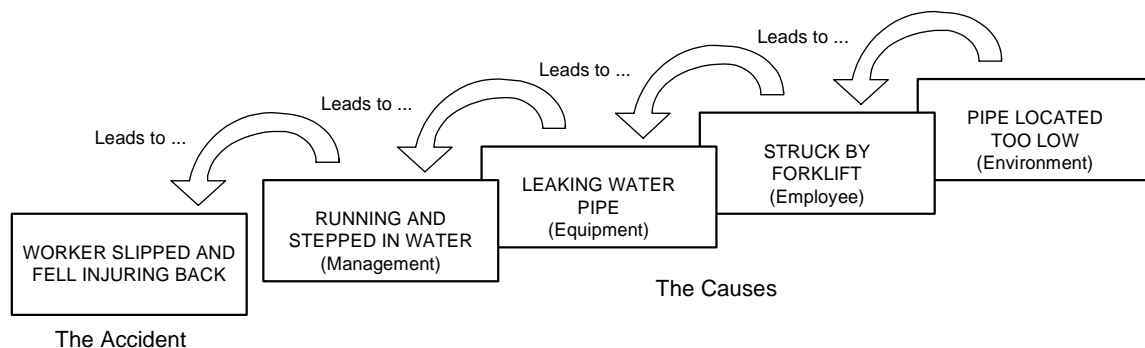
Make certain that key evidence is preserved so that all pertinent facts of the accident can be determined. In the case of serious accidents, photographs of the scene are a valuable tool in determining causes, particularly if the area needs to be put back in order quickly. Note the position of equipment and materials, presence or lack of equipment safeguarding, specific materials and chemicals involved, warning signs and any other physical evidence.

Third Step - Interview witnesses.

Witnesses to the accident or persons having knowledge valuable to the analysis should be met with individually. Emphasis should be placed on determining the facts, not on placing blame. If the injured employee(s) is/are not seriously injured, they should be interviewed while awaiting transport for medical treatment. All questions should be open-ended (who, what, when, where, how and why), to encourage a detailed account of the facts. Yes and No questions should be avoided.

Fourth Step - Analyze data to determine causes and best practices to prevent recurrence.

Refer to your notes from the scene of the accident and witness interviews. Work backwards from the accident to trace all causes to their source. It is helpful to have multiple people involved in determining possible solutions. Each cause identified presents an opportunity for intervention to reduce the potential for future accidents:



Fifth Step - Complete the report.

Once all the causes and best practices have been identified a thorough and accurate report needs to be completed. Fill out all parts. When completing Part 5 (Describe Accident Fully), make sure to identify the activities taking place just before the accident, what went wrong and what the result was. Identify the System Challenges that contributed to the accident (MEEE) and the Countermeasures or Best Practices needed to prevent recurrence.

Sixth Step - Follow up on corrective actions.

This is usually the function of the safety coordinator or safety committee. At the next safety committee meeting, any accident analysis reports should be reviewed to ensure appropriate corrective actions (Countermeasures/Best Practices) were identified. Furthermore, steps should be taken to ensure that these actions have been implemented at the site of the accident as well as in any other areas appropriate in the organization. Any accidents or incidents occurring, for which a report was not completed, should be referred to the appropriate person responsible for completion of the report.