



CLEVELAND INTEGRITY SERVICES, INC.

Reporting and Investigation of Accidents/Injuries

Goals: This session teaches employees to:

- Recognize importance of reporting accidents/injuries immediately.
- Knowing who to report injuries and accidents to.

Applicable Regulations: 29 CFR 1904

1. Accident Investigations Help Prevent Future Accidents

- You have to know what caused an accident in order to know how to change equipment, procedures, training, etc., to prevent future accidents.
- It is important to investigate even near misses to prevent more serious accidents and identify the frequency of specific safety problems.

2. Report All Accidents Immediately

- **Employers** must report most incidents to OSHA.
 - They must report a death or hospitalization of 3 or more employees within 8 hours.
 - They must use the OSHA 300 log to record any incident that results in death, lost workdays, job transfers or restricted duties, medical or first aid treatment.
- **Employees** should report any accident or near miss to the **Safety Manager**, even if it doesn't have to be reported to OSHA. Report incidents **immediately** after you:
 - Get medical aid for anyone who's injured or ill.
 - Take action to prevent further injury or damage (e.g., clean up a spill)
 - Secure the scene to preserve evidence (e.g., leak, broken machine) for study.
 - Block off the area, if possible, so investigators can view and perhaps photograph the scene.
- Cooperate with investigators if you participated in or witnessed an accident.
 - Investigators want to learn what happened, not decide who's responsible.
 - Try to describe what you saw or heard while it's still fresh in your mind.
- **Reporting: Initial reporting is to your immediate supervisor ("Cleveland Integrity supervisor"), then contact Cleveland Integrity Services—Chase McDonald—Office:(918) 358-5735 or Mobile (918) 607-1827**



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3. Accident Investigations Try to Improve Safety, Not Assign Blame

- Investigators **don't** try to find someone to blame when there's an accident.
- Investigators **do** try to understand the details of the accident by finding out exactly:
 - What happened? What injury or damage resulted?
 - When and where did it happen?
 - Who was involved? What were they doing before or during the accident?
 - How and why did it happen?
 - How can we keep it from happening again?

4. Investigation Reports Include Accidents Causes and Corrections

- Accidents may have more than one cause, such as faulty equipment, poor work area layout, inadequate training, etc.
 - You have to know all causes to know how to prevent future incidents.
- Reports may highlight accident patterns identified by reviewing reports on past accidents and near misses.
 - For instance, a spill report might reveal that the same kind of container was involved in previous spills.
- Reports use the identified causes to determine the corrections that could prevent future accidents.
 - For instance, after a worker's back injury from lifting materials, a report might recommend providing more dollies, changing container shape or size, and/or providing training on how to lift safely.

5. Post-Investigation Reviews May Identify Added Safety Improvements

- Investigators or supervisors may seek employee input to identify:
 - Accident-prone equipment or procedures
 - Problems with equipment quality, maintenance, etc.
 - Ways to perform a task more safely.
 - Hazards and procedures that need more or different training.
- Employee cooperation and participation are necessary to make:
 - Needed corrections in equipment, work area layout, and procedures.
 - Training effective in improving workplace safety and health.

Conclusion: To Prevent Accidents, You Have to Thoroughly Investigate Accidents

It's essential to know what happened and why in order to take the steps necessary to prevent a similar incident from happening again.