

Location \_\_\_\_\_ Trainer \_\_\_\_\_ Date \_\_\_\_\_

## ACCIDENT REPORTING

If you want to prevent something from happening, such as an accident, what would be your first action? You would of course first **INVESTIGATE** the causes of the accident so that later you could eliminate them. The best way to prevent accidents is to investigate the causes and then systematically develop a plan to eliminate them.

### NOTE TO DISCUSSION LEADER:

Distribute copies of accident/incident report forms at this time so employees can look at them while you list what information should be included in the report.

Accident investigation requires careful accident **REPORTING**. To plan for the prevention of similar accidents, an accident report form should be completed after every accident, preferably as soon after the accident as possible so that details are not forgotten. Remember, accuracy is important. A list of information to be included in the accident report form follows.

- Information about the employee or visitor involved, such as physical condition and mental state; there are often contributing causes which lie within individuals, such as mental confusion
- A detailed description of exactly what happened
- A statement describing what caused the accident if it can be determined
- Names and addresses of any witnesses to the accident
- A doctor's statement on extent of injuries and treatment prescribed
- Steps taken to prevent the recurrence of such incidents
- Possible costs sustained or time lost because of the accident

All accidents should be reported to your supervisor so that accident/injury report forms can be completed. You should be prepared to provide the information we just discussed. When giving the causes of an accident, give both the immediate and contributing causes. Immediate causes are the unsafe acts or conditions that caused the accident, and contributing causes explain why the accident occurred. For example, the immediate cause of a fall on a wet floor is the wet floor, and the contributing cause might be that the person disregarded the "Wet Floor" sign.

Many employees think they are being penalized when they have to complete an accident/injury report form, especially if they feel guilty about violating safety rules. Accident report forms are not filled out to penalize employees but to provide information to prevent future accidents.

As we said before, once we determine what the hazards are, no time should be wasted to eliminate them. Causes of accidents are either unsafe conditions or unsafe acts.

It is important to follow all safety rules pertinent to your job. But you must do more. Inspect your work area daily and be on the lookout for unsafe conditions or unsafe acts, the causes of accidents. Take steps to eliminate them as soon as you discover them. Tell your supervisor about every accident, no matter how minor it may seem at the time. You never know when a similar accident might result in injury or even death.

