Objectives

- Explain the meaning and impact of accidents
- Identify different types of accident causes
- Know the purpose of accident investigation
- Explain how to conduct an accident investigation
- Know how to document accident investigations.
What is an Accident?

- Unplanned event results in mishap (personal injury or property damage).
- Accidents are the result of the failure of people, equipment, materials, or environment to react as expected.
- All accidents have consequences or outcomes.
Purpose of Accident Investigation

- Determine the sequences of events leading to failure.
- Identify the cause of the accident.
- Find methods to prevent accident from recurring.
# Consequences of Accidents

**Direct Consequences**

1. Personal injury  
2. Property loss

**Indirect Consequences**

1. Lost income  
2. Medical expenses  
3. Time to retrain another person  
4. Decreased employee moral
Types of Causes

Basic Causes
- Poor Management Safety Policy & Decisions
- Personal Factors/Environmental Factors

Unsafe Act Performance

Indirect Causes

Conditions

Unplanned release of energy (Direct Cause)

ACCIDENT
- Personal Injury
- Property Damage
### Examples of Accident Causes

<table>
<thead>
<tr>
<th>Direct Causes</th>
<th>Indirect Causes</th>
<th>Basic Causes</th>
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<tbody>
<tr>
<td>Struck by/against</td>
<td>Failure to secure</td>
<td>No oversight</td>
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<tr>
<td>Falls</td>
<td>Guarding</td>
<td>Poor maintenance.</td>
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<tr>
<td>Caught in/between</td>
<td>Improper use</td>
<td>Training</td>
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<tr>
<td>Exertion</td>
<td>Unsafe position</td>
<td>Policies</td>
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<tr>
<td>Contact with….</td>
<td>Environmental</td>
<td>Stress</td>
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<tr>
<td>Impact (vehicle)</td>
<td>Defect</td>
<td>Engineering</td>
</tr>
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</table>
Be Prepared

- Develop a policy for accident investigation
- Routinely audit your policy to:
  - ensure personnel understand their role
  - system is driving corrective actions
Assign responsibilities to personnel:
- employee must be trained to investigate
- investigator should know process
Conducting the Investigation

- Interview witnesses.
- Document the accident scene before any changes are made.
- Review all information (procedures, equipment manuals).
Conducting the Investigation

- Make documented observations on:
  - Pre-accident conditions
  - Accident sequence
  - Post-accident conditions

- Document the facts (i.e.: location, witness remarks, and contributing factors).
- Determine sequence of events leading to accident
Common Problem Solving Methods

- Job Hazard analysis
- Sequence diagrams
- Change analysis
# Job Hazard Analysis

<table>
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<th>Steps</th>
<th>Hazards</th>
<th>Causes</th>
<th>Control Measures</th>
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Change Analysis

- A change analysis consists of:
  - Defining the problem
  - Establishing the norm
  - Identifying, locating, and describing the change
  - Identify what was affected and not affected
  - List features of change
  - Pick likely causes
Witness Interviews

- Interview promptly.
- Establish rapport with witness (treat as equal).
- Get the facts.
- Write down the witness’s statement
Documentation

Complete an accident investigation form to collect:

- Personnel information
- Accident information (location, events leading to accident, machines involved)
- Causes of the accident
- Recommendation to prevent accident
- Follow up information
Documentation

- From the accident investigation form and witness statements write an accident investigation report. The report should include:
  - Background information (where, who)
  - Summary (sequence, extent, type, source)
  - Analysis (causes)
  - Recommendations
Steps to Accident Investigation

- Survey the scene
- Secure the scene (initiate interim controls)
- Get help for the injured
- Collect evidence
- Analyze data
- Determine causes (scientific methods)
- Follow up (eliminate hazards)
Drug Testing

In accordance with Governor Kathleen Blanco’s Executive Order KBB 2005-8, Drug Testing is conducted in accordance with the State of Louisiana rules and regulations for such.

Positions subject to drug testing:
All current W-2 employees in safety-sensitive or security-sensitive positions are subject to drug testing. The policy also applies to all persons who have made written application for positions designated as safety-sensitive and/or security-sensitive or who are promoted into a position that is considered safety-sensitive and/or security-sensitive.

All current W-2 employees are subject to drug testing under the following conditions: reasonable suspicion, post-accident, and random testing as part of a monitoring program established to assure compliance with the terms of a rehabilitation agreement.
Drug Testing

Conditions when employer may test employees for drugs under State law:

- **Pre-employment post-hire:** The prospective employee hired for a safety-sensitive and/or security-sensitive position must undergo controlled substance drug testing prior to being placed in the position.

- **Post-accident:** An employee shall be tested following an accident during the course and scope of employment if there is reasonable suspicion of an employee’s drug use or if the accident results in:
  - injury requiring medical treatment to any party involved or injury which results in a fatality;
  - property/equipment damage at or above $1,000.00 and/or;
  - the release of hazardous waste as defined in R.S. 30:2173(2) or hazardous materials.
Responsibilities in Accidents/Injuries

**Employee**
- Report injury/illness to supervisor immediately.
- Report in person to Human Resources as soon as possible **unless there is a medical emergency or life/limb emergency.** Report to Human Resources as soon as possible **after emergency treatment.**
- Complete proper paperwork for the Office of Risk Management/Drug Testing (if required) in Human Resources before seeking medical assistance **unless there is a medical emergency or a life/limb emergency.**
- Report any lost time from work to supervisor and to Human Resources.
- Return to regular duty by physician certification or transitional modified duty that is within medical restrictions (if any) as set by physician, as part of a rehabilitation program if applicable to position, and as approved by appropriate university personnel.

**Supervisor**
- Complete Incident/Accident Investigation Form, conduct investigation, and submit the original form to **Human Resources.** Maintain a copy in department.
- Contact Human Resources for further instruction or accompany injured/ill worker to Human Resources as supervisor signature may be required on certain documents.
- Maintain contact with injured/ill worker for updates to condition.
- Find or develop transitional modified duty for employee with restrictions, if applicable, as directed by the Director of Human Resources and the Safety Officer.