

ACCIDENT INVESTIGATION PROCEDURES



OCCUPATIONAL SAFETY AND HEALTH MANUAL

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ACCIDENT INVESTIGATION PROCEDURES

OAR 437-001-0760 Investigations of Injuries: <http://osha.oregon.gov/OSHARules/div1/437-001-0760.pdf>

The foremost goal is to prevent and eliminate workplace accidents/illnesses. However, should they occur, management will thoroughly investigate to determine the cause(s) and appropriate corrective action to be taken to prevent future recurrence.

The focus of investigations is not simply on unsafe acts or conditions that may have led to the accident, but also on why the unsafe acts or conditions were present. From this perspective, we are better able to identify any changes that are necessary.

Every employee work-related lost time injury where the employee was working in the City's control (excludes injuries not at a primary work site, like remote trainings) is investigated to determine the means that should be taken to prevent recurrence. The City will promptly install any safeguard or take any corrective measure indicated or found advisable.

The Safety Committee will establish procedures for investigating all safety-related incidents including injury, illness, and deaths. Management will delegate who will conduct these accident investigations.

OAR 437-001-0052 Reporting an Occupational Fatality, Catastrophe, or Accident:
<http://osha.oregon.gov/OSHARules/div1/437-001-0704-0742.pdf>

The City is required to notify OR-OSHA within 8 hours of a workplace fatality or catastrophe, and within 24 hours of an injury resulting in overnight or longer hospital admission.

DEFINITIONS

Accident: An unplanned event that results in personal injury or property damage.

Catastrophe: An accident in which two or more employees are fatally injured or five or more employees are admitted to a hospital or equivalent medical facility.

First Aid: Any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. Such treatment and observation are considered first aid even though provided by a physician or registered professional person.

Lost Workday Case: An injury, which involves days away from work or days of restricted work activity, or both.

Medical Treatment: Includes treatment of injuries administered by physicians, registered professional persons, or lay persons (i.e., non-medical personnel). Medical treatment does not include first aid treatment (see above) even though provided by a physician or registered professional personnel.

Near-miss: Any unplanned event which could potentially have resulted in personal injury or property damage but based upon "good fortune" did not.

Occupational Illness: Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact.

Recordable Case: All work-related deaths, and illnesses, and those work-related injuries which result in: loss of consciousness, restriction of work motion, transfer to another job, or require medical treatment beyond first aid.

GENERAL RESPONSIBILITIES

Management: It is the direct responsibility of department heads or managers to ensure that all reported injuries, illnesses, near-misses, or reports of property damage, are promptly investigated as to cause and that any necessary corrective measures are implemented to reduce the likelihood of recurrence.

Immediate Supervisor: It is the responsibility of the supervisor or group leader to promptly perform the initial accident investigation of all reported injuries, illnesses, near misses, or reports of property damage, and arrive at recommendations to reduce recurrence.

Management Team: The Management Team shall be involved in the investigation of all seriously disabling claims, fatalities, and catastrophes.

Safety Committee: The Safety Committee will review all written accident investigation reports, and associated recommendations, and provide additional insight as to methods which might assist in reducing the incidence of recurrence.

Employee: The employees are responsible for immediately reporting to their supervisor any injury, illness, near-miss, or any accident involving property damage, sustained in the scope of their employment.

ACCIDENT INVESTIGATION PROCEDURE

Personal Injury

If an employee is injured, suffers an occupational illness, or near-miss, the following reporting procedures shall be carried out:

1. The incident and/or condition will be immediately reported to the worker's supervisor who will complete the Employee Accident/Incident Report, regardless of the severity of the injury.
2. All injuries regardless of how insignificant they initially may appear must be immediately reported to the supervisor. An Employee Accident/Incident Report must be completed by the supervisor and employee by the end of the shift.

3. The supervisor must review the Employee Accident/Incident Report submitted by the employee and sign where indicated. The supervisor must assure immediate transmittal of the report to the City's Safety Manager for safety committee review.
4. Any time that the work-related condition should necessitate the services of a medical provider, the employee is required to contact their supervisor and complete a Workers' Compensation Claim Form 801. The 801 must be filed with Administration within five days of the accident (but preferably within 24 hours). A copy of the Employee Accident/Incident Report should accompany the 801 claims form to Administration and be filed to the City's Workers' Compensation Provider within that five-day period, but preferably within 24 hours.
5. The Administration or designee is required to report all work place fatalities and catastrophes to OR-OSHA within eight hours of knowledge at OR-OSHA's central office (800-922-2689 or 503-378-3272).
 - a. OR-OSHA requires that employers and their representatives not disturb the scene of a fatality or catastrophe other than to conduct the rescue of an injured person until authorized by the OR-OSHA Manager (or designee), or directed by a recognized law enforcement agency to do so.
 - b. Further, all employee injuries resulting in overnight hospitalization or multiple employees being hospitalized also require notice to OR-OSHA within 24 hours of knowledge. Such notice will again be accomplished by the Administration's office or (designee).
 - c. Note: The purpose of such reporting is to provide OR-OSHA the opportunity to conduct an independent investigation, should they so choose. This form of reporting applies only to injuries requiring immediate hospitalization and not conditions that result in hospitalization weeks or months later.

Vehicular Accidents

In the event that a vehicle is involved in a traffic accident, the driver will immediately call 9-1-1 and notify their supervisor. No vehicle will be moved from the scene until law enforcement arrives or photographs are taken, unless a greater hazard would be created by failure to remove the vehicle(s) from the scene. The following procedures apply:

1. All drivers should notify the Local Law Enforcement Agency (9-1-1) of any of the following accidents:
 - a. Collision with any object or person involving a City owned or leased vehicle, or other vehicles being used on official business.
 - b. Any event where damage results to a vehicle being operated by an employee while on business, whether being driven or parked.
 - c. Any involvement in an accident where damage claims may be made against our organization, even though your vehicle had no contact with other objects or vehicle.
 - d. Damage or loss to one of our owned or leased vehicle or contents due to a fire or theft.
2. In all instances where:
 - a. The damage is determined to be in excess of \$1,500 or
 - b. Damage to any vehicle over \$1,500, and any vehicle is towed from the scene as a result of damages from this accident;
 - c. Injury or death resulted from this accident; or
 - d. Damages to any one person's property other than a vehicle involved in this accident is over \$1,500

The driver shall complete a "State of Oregon Vehicle Accident Report" (Form 735-32) .

<https://www.oregon.gov/odot/dmv/pages/driverid/accidentreport.aspx>

Investigation

1. Upon notice of an accident, injury, illness, near-miss, or non-work-related physical complaint, the supervisor will ensure that the accident investigation procedure is implemented in a timely fashion. (Use the Accident Investigation Form.)
2. The supervisor will complete the accident investigation based on the facts surrounding the incident, including any non-work-related issues or off-the-job exposure or events that might have contributed to the incident as well as work related issues.
3. The supervisor will ensure that all the facts are presented in the investigation report, including the statements of any witnesses to the accident/incident. The purpose of the accident investigation is to determine the root cause of the accident (not the surface causes) that led to the accident occurring. This information will be included in the accident investigation report, including any recommendations that the supervisor has to remove the hazard associated with the accident or address any administrative or engineering measures that can be implemented to ensure similar accidents do not happen in the future.
4. After the report is adequately completed, the supervisor's report will be attached to the Employee Accident/Incident Report and submitted to the Safety Committee. A copy of the accident investigation form will be maintained in the supervisor's investigation file.
 - a. The supervisor will further ensure that the necessary corrective action is taken through the completion of a work order, purchase order, etc., where appropriate.
 - b. Alternatively, the supervisor may, at their discretion, request a follow-up investigation due to shortcomings associated with the original effort, complexity of the issues, recurrent nature of the problem, etc. Such a follow up investigation shall be completed by the supervisor or Safety Committee.
 - c. In those instances in which the Safety Committee conducts an investigation, the results will be submitted to the supervisor in a written narrative format, inclusive of all factual information gathered and specific recommendations for remedy in a timely fashion.
5. All fatalities, catastrophes, cases of serious disabling injury, multiple injury victims, or any instance in which the circumstances surrounding the event are suggestive of potential entity involvement, the supervisor will provide timely notice to the Safety Committee who will become involved if appropriate, in the investigation process.
6. In any instance where the supervisor deems appropriate, they will encourage the involvement by at least one member of the Safety Committee in the accident investigation process.

Posting Requirements

All required posting will be on the employee bulletin boards at each of the Department offices.

1. Injury and Illness Summary Report on the OSHA 300A are posted from February 1st to April 30th.
2. Any OR-OSHA employee complaint, citation or variance will be posted for at least 60 days or until they become a final order or are corrected.
3. The Oregon Safe Employment Act "It's the Law" poster shall be continuously posted.
4. Workers' Compensation Insurance Notice of Compliance

Notice: This manual is not intended to outline every specific rule requirement that may apply to our operations, but is to establish the basic safety rules and procedures. For a specific rule question, please refer to the various Safety Regulations.