

IGB ACCIDENT/INCIDENT REPORTING AND INVESTIGATION PLAN

Accident/incident Reporting

It is necessary to report every accident to your supervisor and the IGB Safety Coordinator in order to learn the cause and adopt proper methods to prevent any similar accident. The IGB Safety Department requires that all employees follow the established accident reporting procedures as follows:

Employees will report all accidents, injuries, near misses and property damage immediately to their supervisor or lab manager.

The supervisor/lab manager, upon report of an accident, will immediately administer appropriate first aid or ensure employee(s) receives the necessary medical attention.

If an ambulance (911) is called The supervisor for the area of the incident and/or the shipping and receiving personnel will notify the Gatehouse Receptionist that emergency forces are responding to the IGB. The Gatehouse receptionist will notify IGB Facilities and Services of the incident so IGB staff can assist in the response to the incident.

The supervisor/lab manager will assure the area and/or equipment involved in the accident is properly secured and assist the employee in filling out the first report of injury/incident.

A copy of the injury/incident report will be forwarded to the IGB safety coordinator. If an injury occurred, a copy **MUST** be forwarded to the UIUC office of claims management within 24 hours. **Payment for claims and /or medical bills could be delayed or denied if the report is not sent to claims management! Below is a link to the first report of injury form.**

http://www.igb.illinois.edu/sites/default/files/upload/7qIi3jVSVBhZzpRwJEuU/2013_01_First_Report_Injury_Illness.pdf

Investigation

Accidents should be investigated as soon as possible after their occurrence (except when it delays medical treatment or the person involved is distraught). The longer the period of delay in the investigation, the more likely is the chance of witnesses not remembering the facts of the accident. Normally, the immediate supervisor should be the one to do the initial investigation because of his or her knowledge of the employees, equipment, and work practices in the area. There are five main methods of gathering accident information: (1) interviewing the accident victim, (2) interviewing accident witnesses, (3) investigation of the accident scene, (4) re-enactment of the accident, and (5) reconstruction of the accident.

Interviewing the accident victim

Interviewing the employee that has the accident will probably be the most important means of getting the facts on the accident that occurred. It is extremely important that the interviewer not attempt to assign blame or create a negative feeling in the employee that had the accident. The interview should be conducted in a positive fashion otherwise the "facts" of the case may become very biased or unclear as the employee senses that the interview is "looking for someone to blame." It is suggested that the interviewer not complete the accident report until after the investigation is finished. It is also suggested that the interviewer take notes and review the accident facts as known with the accident victim. The employee should be asked if the facts that have been recorded are correct. If the accident facts do not appear to be clear or reasonable, consider a second interview with the employee after a reasonable time for the employee to think about the occurrences. Finally, the interviewer should ask the accident victim his/her opinions concerning measures that should be taken to prevent a recurrence of the accident.

Interviewing accident witnesses

Many accidents will require interviewing of the witnesses to the accident. Witnesses need not be limited to those persons actually at the scene of the accident when it occurred, but should include others who might know of the circumstances relating to the accident. Most of the principles for interviewing the witnesses are the same principals used to interview the accident victim. These principals include:

- Interview the witnesses as promptly as possible after the accident.
- Interview the witnesses separately.
- Reassure the witnesses of the positive nature of the investigation and the desire to conduct the investigation to prevent a recurrence of the accident.
- Do not interrupt the witnesses unless specific clarification is needed and, again, do not assign blame.
- Ask the witnesses for their opinions on ways to prevent a recurrence of the accident.

Investigation of the accident scene

It is important for the accident scene to remain untouched until after the accident investigation. If this is not possible, photographs or video can be taken of the area to attempt to record physical conditions immediately after the accident. It is also recommended that the victim and witnesses be interviewed (separately) at the scene of the accident if possible. Areas of special attention when investigating the scene of the accident are the lighting, condition of the working and walking areas, machinery guards, etc.

Re-enactment of the accident

Under some circumstances, it may be desirable to re-enact the accident, especially if the causes for the accident are not clear. This can involve the employee or witnesses if appropriate. Obviously, it is very important that precautions be taken to prevent the accident from being repeated.

Reconstruction of the accident

If the accident victim cannot be interviewed and there are no witnesses, it will be necessary to attempt to reconstruct the accident based on the information available. This situation may require the assistance of expert help from an outside consultant. It may also involve a regulatory agency, such as OSHA.

Information obtained in the accident investigation should be used to develop plans and to change operations to prevent a more serious recurrence. The findings from the accident investigation should be recorded on an accident report form. Additionally, a serious injury or fatality will require a more detailed investigation than indicated by the one page supervisor's report form although the overall approach should be the same.

Completing the Accident Report Form

Description of the injury or illness

Provide a brief description of the injury or illness and the body part(s) involved. State briefly the facts of the accident including the location, time of occurrence, equipment involved, etc... Include the estimate of the lost work time caused by the accident. (For example: Broken leg and cracked ribs. Estimate of three months off the job. Employee being treated at the Palmetto Baptist Hospital in Columbia by Dr. Smith.)

Employee's remarks

This section is intended for the employee to provide his/her description and analysis of the accident. This should include suggestions for eliminating the cause(s) of the accident. If the employee is unable to complete this section because of the accident, all other sections should be completed and the section left blank until the employee is able to provide this information. A separate sheet with typed or hand written remarks may also be attached for this purpose.

Unsafe acts/conditions causing the accident/illness

This section should be completed by the supervisor listing all the factors that may have contributed to the accident/illness.

Corrective actions taken

Identify the specific actions that need to be completed and the estimated schedule for completion. The person responsible for the action should also be listed. Many times the corrective action will include formal or on-the-job training for the employee.

Corrective Actions

The accident investigation will usually yield a cause or causes for the accident and measures that will reduce the likelihood of a recurrence. Accident reports that include such statements as, "...caused by carelessness---accident prone employee---caused by a stupid employee mistake---not paying attention when he/she should have been..." should not be accepted since they indicate an incomplete investigation and a lack of understanding of the causes of accidents. While it is true that most accidents are caused by an unsafe employee act, it is equally true that measures can be taken to lessen the chance of these acts recurring. Correction of conditions that lead to an accident the responsibility of the department supervisor, the Director of Environmental Health and Safety and the EMS Core Group. These individuals will also be called upon for the actual accident investigation. One copy of the supervisor's accident report must be sent to the Human Resources Department in accordance with OSHA regulations.

Public Injury or Property Damage Report

When an incident occurs in a public space involving a non-employee (student/visitor), you and/or your staff should complete a Public Injury or Property Damage report form. The Public Injury and Property Damage report forms are a means of gathering information surrounding the injury or damage that occurred; these reports are not an admission of liability by the University. The details provided assist the Office of Claims Management in conducting a further investigation of an incident.

Witness or Department Responsibility

- Assess the situation and contact appropriate authorities as needed.
- Document the incident using the campus-specific report form. (The report form is provided as a tool to gather the information.)
- Provide assistance to the injured party or claimant with the appropriate form and direct them to the campus office handling claims.
- If possible, answer questions or direct them elsewhere. For example, if the injured party asks "What is the University going to do about this?" your response would be, "My responsibility is to document the information. Any questions should be directed to the Office of Claims Management."
- **Immediately** submit the form to the location indicated at the back of the form.

Office of Claims Management's Responsibility

- Investigate the incident to determine if the University is legally responsible.
- As permitted by law, communicate with the claimant or injured party.
- Notify appropriate campus personnel if there are safety issues identified.

Damage to University Property

- If damage to University property is caused by someone outside the University (for instance, a truck backs into the side of one or our buildings), contact the Office of Claims Management: 217-333-1080.
- If damage to University property is caused by fire, lightning, windstorm, etc., contact the University Office of Risk Management: 217-333-3113.
- Public injury or property damage report form link.
<https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=360872>

1. Employee Information			
<i>Employee Name</i>	<i>Department</i>	<i>Job Title</i>	<i>Supervisor</i>
2. Related Specific Information			
<i>Type (Check box)</i>	<i>Date</i>	<i>Time</i>	<i>Location / Work Area</i>
Near Miss			
First Aid			
Medical Treatment			
Fatality			
Other			
3. Visible Surface Cause – What caused the incident / accident to occur?			
<p> </p> <p> </p>			
4. Root Cause Analysis (check all that apply)			
<i>Unsafe Acts</i>	<i>Unsafe Conditions</i>	<i>System Deficiency(ies)</i>	
Improper work technique	Poor workstation design or layout	Lack of written procedures	
Safety policy violation	Congested work area	Safety policies not enforced	
Improper PPE / PPE not used	Hazardous substances	Hazards not identified	
Operating without permit	Fire or explosion hazard	PPE unavailable	
Failure to warn or secure	Inadequate ventilation	Insufficient worker training	
Operating at improper speeds	Improper material storage	Insufficient supervisor training	
By-passing safety devices	Improper tool or equipment	Improper maintenance	
Guards not used	Insufficient knowledge of job	Inadequate supervision	
Improper loading or placement	Slippery conditions	Inadequate job planning	
Improper lifting	Poor housekeeping	Inadequate hiring practices	
Servicing machinery in motion	Excessive noise	Inadequate workplace inspection	
Horseplay	Inadequate guarding of hazards	Inadequate equipment	
Drug or alcohol use	Defective tools/equipment	Unsafe design or construction	
Unnecessary haste	Insufficient lighting	Unrealistic scheduling	
Unsafe act of others	Inadequate fall protection	Poor process design	
Other (specify):	Other (specify):	Other (specify):	
5. Analysis – Why did this occur?			
Why -			
6. Required Corrective / Preventative Actions			
<i>Action Item Detail</i>	<i>Responsible Party</i>	<i>Target Date</i>	
7. Required Concurrences			
<i>Title</i>	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
Investigator / Supervisor			
Department Manager			
Department Safety Manager			