<div align="center">**Accident Investigation Procedures**</div>

The Accident Investigation Report is a tool for department supervisors and accident investigation teams to find main causes of illnesses, injuries, and "near misses," and to take corrective actions. Departments are strongly encouraged to use the form as a method of reducing hazards in their areas. Environmental Health and Safety may request departments to supply this information for certain types of accidents.

When Environmental Health and Safety requests departments to supply information for certain types of accidents, the following procedures will be used to guide the investigation.

<u>Initial Response</u>
- ✓ Get treatment for individuals that may be injured.
- ✓ Assure the safety of others.
- ✓ Secure the site and separate witnesses.
- ✓ If the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work related incident occurs, contact: (in accordance to 29 CFR 1904.8)

> Ohio Department of Commerce
> Division of Labor and Worker Safety
> Bureau of Occupational Health and Safety
> (614) 731-4380
>
> Provide the following information:
> - Establishment name
> - Location of the incident
> - Time of the incident
> - Number of fatalities or hospitalized employees
> - Contact person
> - Phone number
> - Brief description of the incident

- ✓ Complete the BGSU Injury/Illness Report

<u>Accident Investigation</u>
- ✓ Inspect the accident site and note information such as:
  - Positions of injured workers
  - Equipment and materials being used
  - Safety devices in use
  - Position on appropriate guards
  - Positions of controls of machinery
  - Damage to equipment
  - Housekeeping of the area
  - Weather conditions
  - Lighting levels
  - Noise levels

- ✓ Collect data and gather information
  - ▪ on procedures and rules for the area;
  - ▪ on maintenance records and equipment involved;
  - ▪ by taking photographs and making diagrams and;
  - ▪ by interviewing the injured person or persons, witnesses, supervisors and employees.
    - ➢ Ask Who? What? Where? When?
    - ➢ Conduct interviews separately.
    - ➢ Make it clear that the investigation is used to avoid recurrence and not to place blame.
- ✓ Analyze Data for Causes
  - ▪ Isolate contributory factors.
  - ▪ Would the accident have occurred if this particular factor was not present?
  - ▪ Determine
    - ➢ Why the accident occurred.
    - ➢ A likely sequence of events and probably causes; utilize accident tree if necessary.
- ✓ Develop a Plan for corrective action by
  - ▪ Draw conclusions and make recommendations based on key contributing factors and causes.
  - ▪ Implement corrective actions and set a timetable to complete them.
- ✓ Complete BGSU's Accident Investigation Report utilizing the above information.
  - ▪ If additional information is needed, attach the information to the completed report.