

Accident Analysis

Written Program

Purpose

The purpose of this program is to define and document the accident-analysis process at *(name of company)*.

This program defines the responsibilities of all company management and supervisors in analyzing the causes of accidents and implementing appropriate corrective actions to prevent similar situations from recurring.

Definitions

Accident — any unwanted happening, movement, or release of energy

Accident Analysis — process of determining the causes of accidents and implementing corrective actions to prevent recurrence

Hazard— anything that presents a danger to employees or property

Hazard control — any method used to reduce or eliminate a hazard, such as:

- Engineering controls;
- Administrative controls;
- Personal protective equipment;
- Housekeeping;
- Safe work practices;
- Training.

Incident — any accident that caused or could have caused an injury, illness or damage to equipment

OSHA 300 Log and Summary of Occupational Injuries and Illnesses — form used to report fatalities, regardless of the time between the injury and death, or the length of the illness; or lost workday cases; non-fatal cases without lost workdays, which result in transfer to another job or termination of employment, or require medical treatment; or involve loss of consciousness, restriction of work or motion

Responsibilities

The program administrator is *(person's name/title)*

This person:

- Administers the program and issuing written material that support it;
- Coordinates all activities related to hazard control, insurance companies (e.g., workers' compensation), and OSHA, state and local regulatory compliance;
- Maintains OSHA recordkeeping on the *OSHA 300 Log and Summary of Occupational Injuries and Illnesses*;

- Reports all serious accidents that result in fatalities or hospitalization of three or more employees to the local OSHA area office within eight hours of occurrence;
- Analyzes accident records to identify program deficiencies;
- Schedules managers, supervisors and, as appropriate, safety committee members for training;
- Maintains training recordkeeping; Post the Summary of the OSHA 300 during the month of February-April.

Supervisors and managers

These people:

- Conduct accident analyses within their departments and providing appropriate corrective actions;
- Initiate accident analyses immediately upon notification and completing them within twenty-four (24) hours after learning of its occurrence.

Program activities

General

- All employees will report all incidents immediately to their respective supervisor and/or manager.
- The designated company representative will analyze all accidents that result in employee injuries, property damage or the probability thereof.
- The appropriate person will complete a company analysis report = within 24 hours of an accident.
- He or she will complete the accident analysis according to the accident-analysis procedure included in the Attachments section.
- Department managers will initiate corrective action according to the corrective-action plan on the company accident report. When managers cannot take corrective actions immediately, they will document what they will do, when they will do it and who will do it in a written report. Managers will forward a copy of the corrective action report to the safety program administrator within five days of the incident.
- Department management will report any accident that results in sending employees to outside medical treatment to company management and the safety program administrator immediately.

Safety committee

- The committee will review accident analyses and make recommendations for corrections.
- The committee will review incident and near-miss analyses and, when necessary, submit suggestions to prevent future accidents.

Training

- All supervisors and managers must be trained to effectively perform accident analysis and be knowledgeable of all safety and health hazards to which employees under their immediate direction and control may be exposed.

Recordkeeping

- The employer is required to retain copies of all accident reports for a minimum of five years.
- It shall retain all OSHA 300 Logs a minimum of five years.
- Keep records indefinitely to maintain the information necessary to provide an adequate history of conditions responsible for accidents and what corrective actions taken.
- Post the summary of the company OSHA 300 on the employee bulletin board for the months of February through April.
- Keep all records documenting training for each employee, including employee name or other identifier, training date(s), type(s) of training and training providers.