ACCIDENT INVESTIGATION

Purpose
Accident prevention and control of hazards is the result of a well designed and executed safety and health program. One of the keys to a successful program includes unbiased, prompt and accurate accident investigations. The basic purpose of these investigations is to determine measures that can be taken to prevent similar accidents in the future.

It is the policy of 84 Components that investigation of all work related accidents, injuries and illnesses are to be conducted in a professional manner to identify probable causes and are used to develop specific management actions for the prevention of future accidents. Accident investigation should take place if two items occur. 1.) A lost time accident has taken place. 2.) An accident that involved property damage at or in excess of $1,000.00.

Responsibilities

Safety Manager:
- Conduct accident prevention and investigation training for Plant Managers and General Managers.
- Conduct accident investigations if requested by upper management.
- Work with Plant Managers to ensure immediate and long term corrective actions are taken to prevent reoccurrence.
- Maintain Accident Reports permanently on file.
- Update and maintain OSHA 300 log recordable injuries.

Plant Managers:
- Conduct immediate initial accident investigations.
- Report all accidents to General Manager, Area Manager, and Safety Manager as soon after the event as possible.
- Collect and preserve all evidence that may be useful in an investigation.
- Conduct interviews of witnesses in a polite professional manner.
- Do not attempt to find or assign blame for accidents.
- Take action to protect people and property from secondary effects of accidents.
- Ensure all accidents and injuries are properly investigated.

Associates:
- Immediately report all accidents and injuries to their supervisor.
- Assist as requested in all accident investigations.
- Report all hazardous conditions and near-misses to supervisors.

Hazard Control

Engineering Controls - There are numerous engineered safeguards throughout the facility used to protect Associates and prevent exposure to hazards. Examples of engineering controls are
machine guards, safety controls, isolation of hazardous areas, monitoring devices, etc. Specific engineering controls are addressed in other chapters of the company safety manual and in equipment and process procedures.

**Administrative Controls** - These controls involve the use of procedures, assessments, inspection, records to monitor and ensure safe practices and environments are maintained. Other administrative controls are in place to identify new hazards and implement corrective action. Examples of administrative controls are periodic inspections, equipment operating and maintenance procedures, hazard analysis, selection and assignment of personal protective equipment, etc.

**Training Controls** - This aspect of hazard control is used to ensure Associates are fully and adequately trained to safely perform all tasks to which they are assigned. No Associate is to attempt any task without proper training on the equipment used, required personal protective equipment, specific hazards and their control and emergency procedures.

**Plant Manager Involvement**

In most cases, the immediate area supervisor will conduct the initial phase of an accident investigation. This initial activity is primarily a recording of facts involved in the accident, list of affected Associates and witnesses. Direct supervisors are familiar with Associate's work environment and assigned tasks. Supervisors must take the accident situation under control and immediately eliminate or control hazards to others.

**Immediate Steps:**

1. Provide First Aid for any injured persons but not beyond amount of training received.
2. Eliminate or control hazards. This may include locking out the machine before investigating the area.
3. Document accident scene information to determine the cause.
4. Interview witnesses immediately.

**Accident Prevention**

Most accidents are preventable by eliminating one or more causes. Accident investigations determine not only what happened, but also how and why. The information gained from these investigations can prevent recurrence of similar or perhaps more disastrous accidents. Accident investigators are interested in each event as well as in the sequence of events that led to an accident. The accident type is also important to the investigator. The recurrence of accidents of a particular type or those with common causes shows areas needing special accident prevention emphasis.

**Initial Investigation Procedures**

The initial investigation has three purposes:

1. Prevent further possible injury and property damage
2. Collect facts about the accident
3. Collect and preserve evidence
Steps

a. Secure the area. Do not disturb the scene unless a hazard exists.
b. Prepare the necessary sketches and photographs. Label each carefully and keep accurate records.
c. Interview each victim and witness. Also, interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview. Use a tape recorder if desired and if approved.

Determine

a. What was not normal before the accident?
b. Where the abnormality occurred.
c. When it was first noted.
d. How it occurred.

Follow-up Accident Investigation

The follow-up investigation is used to analyze data and determine the causes and corrective actions necessary to prevent reoccurrence.

Steps

a. Analyze the data obtained in the initial investigation.
b. Repeat any of the prior steps, if necessary.
c. Determine
   1. Why the accident occurred.
   2. A likely sequence of events and probable causes (direct, indirect, basic).
d. Determine the most likely causes.
e. Conduct a post-investigation briefing.
f. Prepare a summary report, including the recommended actions to prevent a recurrence.

An investigation is not complete until all data are analyzed and a final report is completed. In practice, the investigative work, data analysis, and report preparation proceed simultaneously over much of the time spent on the investigation.

Conducting Interviews

In general, the Plant Manager should conduct interviews. All interviews should be conducted in a quiet and private location. It is essential to get preliminary statements as soon as possible from all witnesses. Investigators should not provide any facts to the witness - only ask non-leading questions.

a. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
b. Listen, let each witness speak freely, and be professional, courteous and considerate.

c. Take notes without distracting the witness. Use a tape recorder only with consent of the witness.

d. Use sketches and diagrams to help the witness.

e. Emphasize areas of direct observation. Label hearsay accordingly.

f. Do not argue with the witness.

g. Record the exact words used by the witness to describe each observation.

h. Identify each witness (name, address, occupation, years of experience, etc.).

**Accident Analysis**

Accidents represent problems that must be solved through investigations. Formal procedures are helpful in identifying and solving problems.

1. **Change Analysis**

   As its name implies, this technique emphasizes change. To solve a problem, an investigator must look for deviations from the norm. Consider all problems to result from some unanticipated change. Make an analysis of the change to determine its causes. Use the following steps in this method:

   1. Define the problem (What happened?).
   2. Identify, locate, and describe the change (What, where, when, to what extent).
   3. Specify what was and what was not affected.
   4. Identify the distinctive features of the change.
   5. List the possible causes.
   6. Select the most likely causes.

**Job Safety Analysis**

Job safety analysis (JSA) is part of many existing accident prevention programs. In general, JSA breaks a job into basic steps and identifies the hazards associated with each step. The JSA also prescribes controls for each hazard. A JSA is a chart listing these steps, hazards, and controls. Review the JSA during the investigation if a JSA has been conducted for the job involved in an accident. Perform a JSA if one is not available. Perform a JSA as a part of the investigation to determine the events and conditions that led to the accident.

**Investigation Report**

An accident investigation is not complete until a report is prepared and submitted to management. To be an effective tool, an accident report should be clear and concise. The purpose of the investigation is to prevent future accidents. The following outline has been found especially useful in developing the information to be included in the formal report:

1. **Background Information**
   a. Where and when the accident occurred
   b. Who and what were involved
2. Account of the Accident (What happened?)
   a. Sequence of events
   b. Extent of damage
   c. Accident type
   d. Agency or source (of energy or hazardous material)

3. Discussion (Analysis of the Accident - HOW, WHY)
   a. Direct causes (energy sources, hazardous materials)
   b. Indirect causes (unsafe acts and conditions)
   c. Basic causes (management policies, personal or environmental factors)

4. Recommendations (to prevent a recurrence):
   a. Basic causes
   b. Indirect causes
   c. Direct causes (such as reduced quantities or protective equipment or structures)

Possible Causes

Unsafe Acts
- Unauthorized operation of equipment
- Running, Horse Play, Not following procedures, By-passing safety devices
- Not using protective equipment
- Under influence of drugs or alcohol

Unsafe Conditions
- Ergonomic Hazards
- Environmental hazards
- Inadequate housekeeping
- Blocked walkways
- Improper or damaged PPE
- Inadequate machine guarding

Recommendations
- Associate training
- Work Stations Design
- Policies or procedures

Records
All accident reports will be maintained on file permanently. They shall receive timely review by upper management to ensure proper corrective actions have been taken.
ACCIDENT REPORTING PROCEDURES

**Accident Occurs**

- Have associate complete the Accident Report Form *(Form A)*

- Type accident report into the computer

- **YES**
  - Send associate for treatment and drug test *(Never allow someone to drive themselves)*
  - Plant Manager conducts an Accident Investigation. PM completes Accident Investigation *(Form B)*
  - Use the Accident Investigation document in the P&P to assist.
  - Fax completed Accident Investigation *(Form B)* to 84 Lumber Safety Department 1-866-698-7028

- **NO**
  - Send associate for treatment if needed *(Never allow someone to drive themselves)*
  - File report in personnel files

- Does the accident Involve lost time? Or Property damage in Excess or $1,000 or more?

- **YES**
  - Send associate for treatment and drug test *(Never allow someone to drive themselves)*

- **NO**
  - File report in personnel files
ASSOCIATE REPORT OF ACCIDENT

NAME OF INJURED PERSON ___________________________    Plant No. ______________________
SOCIAL SECURITY NUMBER __________________________       SEX________  AGE________
PHONE NUMBER (S)  

<table>
<thead>
<tr>
<th>EMPLOYMENT START DATE:</th>
<th>TIME IN PRESENT JOB:</th>
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<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>SUPERVISOR’S NAME:</th>
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<thead>
<tr>
<th>DEPARTMENT:</th>
<th>DATE &amp; TIME OF ACCIDENT:</th>
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<table>
<thead>
<tr>
<th>LOCATION OF ACCIDENT:</th>
<th>TASK BEING PERFORMED:</th>
</tr>
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</table>

<table>
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<tr>
<th>NAME OF WITNESS:</th>
<th>WERE YOU USING REQUIRED SAFETY EQUIPMENT?</th>
</tr>
</thead>
</table>

Describe how the accident happened:

(Please give location and description of injury)

What caused the accident?

(All direct and underlying causes)

What could have prevented this accident?

By signing below I certify the information that I have provided, either in my own writing or verbally for the purpose of this form, is true and correct.

EMPLOYEE SIGNATURE: ___________________________ DATE: ___________________________

INTERPRETER: ___________________________ DATE: ___________________________

I ___________________________ am declining medical treatment for the accident stated above.

(Print Name)

EMPLOYEE SIGNATURE ___________________________

04/09
PLANT MANAGER’S ACCIDENT INVESTIGATION

Manager’s Name: ____________________________  Store/Plant No.:___________

Basic Rules for Accident Investigation…

• Find the cause to prevent future accidents – use an unbiased approach during investigation.
• Interview witnesses and injured employees at the scene – conduct a walkthrough of the accident.
• Get signed statement from all involved.
• Take photos or make a sketch of the accident scene.
• What hazards are present – What unsafe acts contributed to the accident?
• Ensure hazardous conditions are corrected immediately.

<table>
<thead>
<tr>
<th>DATE &amp; TIME</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>TASKS PERFORMED</td>
<td>PROPERTY DAMAGED</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>RESULTED IN</th>
<th>INJURY</th>
<th>FATALITY</th>
<th>PROPERTY DAMAGE</th>
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<tr>
<th>INJURED</th>
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| DESCRIBE ACCIDENT FACTS & EVENTS |

Manager’s Root Cause Analysis

(Check ALL that apply to this accident)

<table>
<thead>
<tr>
<th>Unsafe Acts</th>
<th>Unsafe Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper Work Technique</td>
<td>Poor Workstation Design</td>
</tr>
<tr>
<td>Safety Rule Violation</td>
<td>Unsafe Operation Method</td>
</tr>
<tr>
<td>Improper PPE or PPE Not Used</td>
<td>Improper Maintenance</td>
</tr>
<tr>
<td>Operating Without Authority</td>
<td>Lack of Direct Supervision</td>
</tr>
<tr>
<td>Failure to Warn or Secure</td>
<td>Insufficient Training</td>
</tr>
<tr>
<td>Operating at Improper Speeds</td>
<td>Lack of Experience</td>
</tr>
<tr>
<td>By-Passing Safety Devices</td>
<td>Insufficient Knowledge of Job</td>
</tr>
<tr>
<td>Protective Equipment Not In Use</td>
<td>Slippery Conditions</td>
</tr>
<tr>
<td>Improper Loading or Placement</td>
<td>Excessive Noise</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Improper Lifting</td>
<td>Inadequate Guarding of Hazards</td>
</tr>
<tr>
<td>Servicing Machinery in Motion</td>
<td>Defective Tools and/or Equipment</td>
</tr>
<tr>
<td><strong>Unsafe Acts – (Continued)</strong></td>
<td><strong>Unsafe Conditions – (Continued)</strong></td>
</tr>
<tr>
<td>Horseplay</td>
<td>Poor Housekeeping</td>
</tr>
<tr>
<td>Drug or Alcohol Use</td>
<td>Insufficient lighting</td>
</tr>
</tbody>
</table>

*Unsafe acts require a written warning and re-training before the employee resumes work*

<table>
<thead>
<tr>
<th>DATE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>A.</td>
<td></td>
</tr>
<tr>
<td><strong>Re-Training Assigned</strong></td>
<td><strong>Unsafe Condition Guarded</strong></td>
</tr>
<tr>
<td><strong>Re-Training Complete</strong></td>
<td><strong>Unsafe Condition Corrected</strong></td>
</tr>
</tbody>
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Reporting Manager’s Signature:

Manager’s recommended changes for elimination of the above hazard(s):

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**ACCIDENT REPORT REVIEW**

Plant/Store Manager ____________________________ Date: __________

EHS Manager ____________________________ Date: __________

**Management Comments:**

Fax Completed Accident Investigation form to 84 Lumber Safety Department fax: 1-866-698-7028