



Incident/Accident Investigation

University of Louisiana at Monroe

What Should You Investigate?

- *All job-related **accidents** (injury and/or property damage)*
- *All job-related **incidents** (could have caused injury and/or property damage) involving:*
 - ✓ Employees
 - ✓ Clients/visitors
 - ✓ Property

What do we do?

- Faculty and Staff are prohibited from providing non-emergency 1st Aid to anyone
- In an emergency, you have the legal right to administer 1st aid and may be negligent if you don't!
- Never attempt anything beyond 1st Aid under any circumstances

What do we do?

(cont.)

- Report all accidents IMMEDIATELY to EHS Officer at 318-342-5177 or 318-557-1914
- Never give medication, ever!
- An incident/accident form is to be filled out within 24 hours



Incident

- An Incident is a series of unplanned events that could have caused personal injury or property damage but did not



Accident

- An Accident is a series of unplanned events that caused personal injury or property damage

Purpose of Investigation

- Document facts/findings at the scene
- Determine the cause
- Implement corrective action to prevent future occurrence



Who should investigate?

- **The first employee to the scene should investigate and fill out the front side of DA2000 or DA3000**

Secure Accident Scene

POLICE LINE DO NOT CROSS POLICE LINE DO NOT CROSS POLICE LINE DO NOT CROSS

- Control access to the scene--
 - ✓ Use barriers to limit entry
 - ✓ Use people to stand guard, if possible
 - ✓ Do NOT adjust or modify the scene
 - *Exception: Removal of Victim and/or Preservation of Property

POLICE LINE DO NOT CROSS POLICE LINE DO NOT CROSS POLICE LINE DO NOT CROSS

Gathering Information

- View accident scene promptly (Conditions can change)
- Provide a clear description of the incident/accident
- Provide a clear description of the location
- Take photographs
 - ✓ Keep log sheet of photos taken
 - ✓ Indicate direction of view

Gathering Information continued . . .

- Collect any items associated with incident/accident
 - ✓ Label and secure items
- Take measurements of pertinent items
 - ✓ Changes in elevation
 - ✓ Relevant distances
 - ✓ Size of equipment

Gathering Information continued . . .

- Identify witnesses
 - ✓ Name, contact numbers, and home address
- Get written statement (signed and dated)
 - ✓ What they **actually** saw or heard
- Conduct Interviews
 - ✓ Document any verbal information
 - ✓ Clarify reported information

Identify Corrective Measures & Tools: Root Cause Analysis

- Unsafe Act
- Unsafe Condition
- Contributing Factors
- Any employee can fill out root cause analysis except affected party



is NOT
acceptable

Definitions

Unsafe Act

A behavioral departure from an accepted, normal, or correct procedure or practice-- which has produced injury or property damage or has the potential for doing so; an unnecessary exposure to a hazard; conduct that reduces the degree of safety normally present in an activity.



Definitions

Unsafe Condition

Any physical state which deviates from that which is acceptable, normal, or correct as regards past or potential future production of injury/illness and property damage; any physical state which reduces the degree of safety.



Contributing Factors

- Uncontrollable Events
 - ✓ Nature
 - ✓ Animals/wildlife
 - ✓ Other people



Post-Test

- What is the difference between an unsafe act and an unsafe condition?
- Who is authorized to do accident investigations?
- What is an incident?
- Who completes the accident investigation section?