Supervisor’s Accident Analysis Tips

Employers are expected to investigate every employee lost-time injury at their workplace per OR-OSHA.

Incident/accident investigations are the District’s comprehensive method in finding the root cause(s) of workplace injuries. Once we identify what went wrong, we can take appropriate steps to fix problem(s) and prevent recurring injuries, illnesses and accidents within our resources.

In the event of a serious accident:

- Render first aid;
- Remove hazards to prevent further injury; and
- Secure the accident scene.

There are five steps to an effective accident analysis:

1. **Gather information:** Learn the facts about the event. Interview witnesses and others involved. Photograph the incident/accident scene. Diagram and measure scene, if needed. Determine who was involved? Where and how did this occur? What was employee or others doing immediately before, during and after the event? What tools/equipment were being used? What tools/equipment should be used? Were there contributing environmental conditions?

2. **Analyze facts:** Identify an accident’s causes and contributing factors. Determine how accident could have been prevented. This is a series of “why” questions for each of the facts gathered. Keep asking “why” to determine what caused or allowed this condition or practice to occur until you get to the core of the problem.

3. **Report findings:** Prepare a Supervisor’s Accident Analysis report describing who was involved, where the accident occurred, when it happened and what caused it. The report recommends what can be done within PPS resources to prevent the accident from happening again.

4. **Act on recommendations:** Management reviews the report and determines the best corrective action(s) to prevent the event from recurring. Identifying who is responsible to fix items or implement possible solutions, and the time frame in which this should be completed.

5. **Follow up:** The on-site supervisor, manager or building administrator ensures that appropriate corrective action was taken to prevent the accident from happening again.

**Guide to contributing factors:**

**Management:** What things can employer/management do to prevent this type of injury from happening again? Consider if there are policies/procedures for doing the activity; are all employees knowledgeable about policies and the activity; is everyone aware of the hazards associated with the activity; are all employees adequately trained for this activity?

**Employee:** What can employees do to prevent similar injuries? Consider whether policies/procedures were being followed; if not what follow-up did supervisor take; was there adequate training, equipment or tools; any distractions in work area?

**Equipment:** Consider whether the proper tools are available and in good condition. Do these tools require preventative maintenance; is a faulty tool easily recognized?

**Environment:** Consider whether there are slip/fall hazards and are they obvious; is area cluttered; tight spaces; is there enough light; is weather an issue; does equipment fit; are hazardous chemicals involved; are there biological hazards; excessive noise; ergonomic issues?