

## APPENDIX B

# INJURY INCIDENT/NEAR MISS INVESTIGATION QUICK REFERENCE GUIDE/CHECKLIST

This quick reference guide is information for Supervisors and Managers to use while investigating work related injuries and illnesses. Remember that prior to investigating an accident, employees should be trained to report injuries to their supervisor. A “near-miss” should also be reported, investigated and if appropriate, documented by the supervisor or designee. When possible, information on near miss incidents should be shared at Safety meetings. Please follow these 4 easy steps when investigating work related injuries:

- Step 1:**
- A. Act at once. Talk with the injured employee immediately if possible, (one on one is best). Use fact-finding, not fault-finding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident Investigation Checklist (attached) for a list of sample questions that you may need to ask during an investigation.
  - B. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of incident; including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident.
  - C. Review personal causes, such as dangerous practices, inability, inexperience, poor judgement, and disobeying rules.
  - D. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent similar accidents in the future. Report any defective equipment top the person responsible.
  - E. Non-injury accidents (an accident that nearly cause an injury of any severity) should also be investigated.
- Step 2.** Complete a Supervisor Injury/Incident Investigation Report (Appendix A) form within 24 hours of the incident Describe how the incident occurred; state facts, contributing factors, cite witnesses, and support evidence. Keep a copy for your records and send original to the appropriate District department.
- Step 3.** Provide injured employee with a “Claim Packet for Injured Worker (all forms)” within 24 hours of your knowledge of the injury/illness. The Claim Packet for Injured Worker includes the DWC form 1 required to file a claim. If immediate medical attention was necessary notify appropriate Human Resources personnel to discuss alternative ways to provide the packet to the injured/ill worker.

**Step 4.** Follow up with employee after he or she receives treatment to find out if they are doing well. In addition, ensure contributing factors to the accident, if any, are fixed (work orders sent, and all exposed employees are aware of the contributing causes of the accident).

## INJURY/INCIDENT INVESTIGATION GUIDE/CHECKLIST

When you are involved in an injury/incident investigation, the notes you take will be important to determine what happened and to give clues for avoiding future incidents. The information that you record should focus on *who, what, when, where, how, and why* facts of the incident. This list of sample questions is to be asked during an investigation to help you document the many aspects of the injury/incident scene.

### **Who...**

- Was involved in the incident?
- Was injured?
- Witnessed the incident?
- Reported the incident?
- Notified Campus Police?

### **Where...**

- Did the accident happen?
- Was the employee's supervisor when the incident occurred?
- Were co-workers when the incident occurred?
- Were witnesses when the incident occurred?
- Does this condition exist elsewhere in the facility?
- Is the evidence of this investigation going to be kept?

### **What...**

- Happened?
- Precautions were necessary?
- Evidence was found?
- Was done to secure the incident scene?
- Was done to prevent the recurrence?
- Level of medical care did the employee require?
- Was being done at the time of the incident?
- Tools were being used?
- Was the employee told to do?
- Machine was involved?
- Operation was being performed?
- Instructions had been given?
- Precautions were necessary?
- Protective equipment should have been used?
- Did others do to contribute to the incident?
- Did witnesses see?
- Safety rules were violated?
- Safety rules were lacking?
- New safety rules or procedures are needed?

### **How...**

- Did the incident happen?
- Was the incident discovered?
- Were employees injured?
- Was the equipment damaged?
- Could the incident have been avoided?
- Could the supervisor have prevented the incident from happening?
- Could co-workers avoid similar incidents?

### **Why...**

- Did the incident happen?
- Were employees injured?
- Did the employee(s) behave that way?
- Was protective equipment not used?
- Weren't specific instructions given?
- Was the employee in that specific position or place?
- Was the employee using that machine or tools?
- Didn't the employee check with the supervisor?
- Was the supervisor not there at the time?

### **When...**

- Did the incident happen?
- Was it discovered?
- Was the incident reported?
- Did the employee begin the task?
- Were the hazards pointed out to the employees?
- Did the supervisor last check the employee's progress?

## NEAR MISS INVESTIGATION CHECKLIST

When you are involved in an investigation of a *near miss* incident, the notes you take will be important to avoid future incidents. The information that you record should focus on *who, what, when, where, how, and why* facts of the *near miss* incident. This list of sample questions is to be asked when investigating a near miss incident to assist you with documenting the many aspects of the incident to avoid recurrence which could include injury and/or loss of property and equipment.

### **Who...**

- Was involved in the incident?
- Was almost injured?
- Witnessed the incident?
- Reported the incident?
- Notified Campus Police, if needed?

### **Where...**

- Did the incident happen?
- Was the employee's supervisor when the incident occurred?
- Were co-workers when the incident occurred?
- Were witnesses when the incident occurred?
- Does this condition exist elsewhere in the facility?
- Is the evidence of this investigation going to be kept?

### **What...**

- Happened?
- Precautions were necessary?
- Evidence was found?
- Was done to secure the incident scene?
- Was done to prevent the recurrence?
- Was being done at the time of the incident?
- Tools were being used?
- Was the employee told to do?
- Machine was involved?
- Operation was being performed?
- Instructions had been given?
- Precautions were necessary?
- Protective equipment should have been used?
- Did others do to contribute to the incident?
- Did witnesses see?
- Safety rules were violated?
- Safety rules were lacking?
- New safety rules or procedures are needed?

### **How...**

- Did the incident happen?
- Was the incident discovered?
- Was the equipment damaged?
- Could the incident have been avoided?
- Could the supervisor have prevented the incident from happening?
- Could co-workers avoid similar incidents?

### **Why...**

- Did the incident happen?
- Were employees injured?
- Did the employee(s) behave that way?
- Was protective equipment not used?
- Weren't specific instructions given?
- Was the employee in that specific position or place?
- Was the employee using that machine or tools?
- Didn't the employee check with the supervisor?
- Was the supervisor not there at the time?

### **When...**

- Did the incident happen?
- Was it discovered?
- Was the incident reported?
- Did the employee begin the task?
- Were the hazards pointed out to the employees?
- Did the supervisor last check the employee's progress?

Supervisor's Signature

Date

Print Supervisor's Name