accident investigation and accident reporting

WORKPLACE ACCIDENT

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WORKPLACE ACCIDENT

Accident Investigation and Accident Reporting

ACCIDENT INVESTIGATION
- OSHA 1994 - Regulation - SIC Section 13 (1)
  - A safety and health committee shall inspect the
    place of work, as soon as it is safe to do so,
    after any accident, near miss accident,
    dangerous occurrence, occupational poisoning
    or occupational disease has occurred at the
    workplace

POLICY OF ACCIDENT INVESTIGATION
- All staff must give their full cooperation and
  assistance when requested, to investigation
  team
- All recommendations arising from incident
  investigation must be discussed, agreed and
  executed by the relevant action parties

PURPOSE OF ACCIDENT INVESTIGATION
- Law (OSHA 1994) and Company requirements
- Prevent recurrence
- Essential element in Safety & Health
  Management
- Contribute to good morale and overall safety
  awareness
- Geared towards continuous OSH improvement
  thus increased productivity and improve work
  environment

PURPOSE OF ACCIDENT INVESTIGATION
- To find the root cause and to prevent recurrence
- Not to apportion or assign blame, satisfy
  insurance claims or depend against liabilities

ASK NOT WHO CAUSE IT BUT WHAT CAUSE IT

Accident investigations frequently
identify one or more of the following
underlying cause:
- Failure of employer to provide an adequate safe
  system of work
- Failure of employer to provide adequate
  information, instruction, training or supervision
- Failure of employer to provide adequate PPE

DEFINITIONS
- Incident - an unsafe occurrence arising out of or
  in the cause of work where no personal injury
  caused
- Accident - an unexpected, unplanned event in a
  sequence of that events that occurs through a
  combination of causes which resulted in injuries
  or illness to people and/or damage (loss) to
  assets and the environments, a near-miss or
  any combination of the effects
- Near Miss - an event which did not result in
  injuries or illness to people and/or damage
  (loss) to assets and the environment

CONTRIBUTORY FACTORS OF ACCIDENTS
- Environment e.g., noise, heat, light, fumes, bad
  weather
- Design e.g., work site layout tool/equipment
- System and procedures e.g., not present or
  inappropriate
- Human behavior e.g., unsafe acts, purchase
  wrong type of equipment

TYPE OF ACCIDENTS
- Injurious accident
- Non-injured incident with asset damage
- Occupational illness or disease
- Near Miss

FOR INVESTIGATION TO IDENTIFY ALL CAUSE,
NEED TO ESTABLISH
- EVENT LEADING UP TO THE INCIDENT
  eg. Instruction given; variations from
  instruction or safe system of work; workplace
  conditions etc...
- FACTS OF INCIDENT ITSELF
  eg. State of the system and action that occurred
  at the moment; persons directly involved at a
  distance; tool, equipment, materials used at
  that time etc...
- RELEVANT FACTS OF WHAT OCCURRED
  IMMEDIATELY AFTER THE INCIDENT

INVESTIGATION PARTIES
- Minor accident - relevant individual staff and/or
  line supervisor
- Major accident - team comprising mixed
  discipline and expertise including safety
  personal and led by line manager
- Be objective and be impartial
- Gather the fact and information
- Isolate the contribution factors
- Determine corrective actions and action parties
- Implement corrective actions with target dates

SUMMARY
- Aim of investigation is to find root cause and to
  prevent similar incident from happening
- To prepare organization, procedure and tools in
  anticipation of incidents
- Implement corrective and preventive actions

CONDUCTING THE INVESTIGATION
1. DATA
2. OBSERVE AND CAPTURE
3. INTERVIEW
4. ANALYSE & EVALUATE
5. REPORT
6. CONCLUDE

METHODOLOGY
- Gather safety rules/procedures of the site and
  information on plant, machinery or facilities
- Isolate the scene of accident and do not disturb
  evidence
- Take photos, sketches, diagrams of the accident
  site/facilities
- Interview witnesses, effected or involved
  parties and obtained fact but not opinions or
  assumptions
- Isolate key contributory factor

INVESTIGATION INTERVIEW TECHNIQUES
- In private
- Put them at ease
- State objective for environment
- Blame - free environment
- Establish fact only
- No leading questions
- Give appreciation
- Location of interview - Best at scene of accident
- Concluding - Repeat witness version to confirm
- Idea to prevent occurrence
- Ideally, to interview victim first if OK

RECORD & REPORT FORM
AN INCIDENT REPORT SHOULD CONTAIN
THE FOLLOWING:
- A summary of what happened
- Information gained during investigation
- Detail of witnesses
- Conclusions
- Recommendations
- Supporting material (photos, diagram etc.)
- Dated & signed by person carrying out the
  investigation

ACCIDENT REPORT
- DOSH - Accident Reporting Form (JKKP 6, 7 & 8)
- Company - Accident reporting form
- Local authority
- Police
- Insurance company