

# ACCIDENT AND INCIDENT REPORTING PROGRAM

## **Program Element R2-10-207(6)**

An agency shall develop procedures for reporting an accident or incident involving personnel, property, automobile, liability, industrial injury, environmental damage, and a mishap or near miss to the agency's loss prevention coordinator or loss prevention committee.

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"The loss prevention coordinator and loss prevention committee shall review the accident and incident reports and identify the corrective actions necessary to prevent recurrence." Procedures for reporting, investigating, and recording maintenance of a work related accident or incident shall be developed.

Accidents have a negative impact on business operations from not only a financial perspective but also by lowering employee morale, reducing levels of productivity, damaging public image, and increasing turnover rates and absenteeism, just to name a few.

<b>Definition:</b>	Procedures and methods used to investigate, report, analyze and establish corrective action for accidents and incidents occurring within the agency.
<b>Why do I need this program?</b>	<p>A systematic approach for reporting accidents and near misses provides for the timely management of claims, investigations, and the implementation of corrective measures.</p> <p>Accident investigations must be conducted to determine what caused the accident or incident and determine what actions can be taken to prevent similar incidents.</p>
<b>How do I know if this program applies to my agency and my specific job hazards?</b>	If your agency has experienced accidents or incidents, or has the potential to experience these losses, then an accident reporting and investigation program is required.

**What are the minimum required elements and/or best practices for an Accident and Incident Reporting Program?**

**Guidelines and Criteria:** Procedures for reporting, investigating and record maintenance of work related injuries and incidents shall include, as a minimum, the following:

- Timely and accurate reporting of all work related accidents and incidents.
  - A physical injury - within one (1) day of the incident, orally, in writing, or by electronic means
  - Property damage or loss expected to exceed \$10,000 - within one (1) day of the incident, orally, in writing, or by electronic means
  - All other claims or incidents - within 10 days of the incident, in writing or by electronic means
  - In addition, recordable workplace injuries shall be recorded on the OSHA 300 log within seven (7) days after being notified of a qualifying injury or illness
- Investigation of all accidents and incidents in order to gather pertinent information, determine the cause of the accidents or incidents, and to institute corrective actions to prevent similar injuries or incidents.
- Analyze and evaluate accident data to determine frequency and severity trends.
- In addition to reporting an environmental release to Risk Management, procedures should be developed for reporting to regulatory agencies having jurisdiction, as covered under R2-10-207(10).

<p><b>Are there any mandatory training requirements or best practices that must be developed by the agency?</b></p>	<p>All employees should be informed of the proper procedures for reporting an accident or incident. Management should be informed of the procedures as well as the proper forms and submittal process.</p> <p>The employees that are tasked with conducting investigations should receive training that covers, at minimum, the following subject matter:</p> <ul style="list-style-type: none"> <li>• Securing the scene</li> <li>• Rendering assistance, if present</li> <li>• Collecting data</li> <li>• Analyzing the data</li> <li>• Writing the report (including corrective measures)</li> <li>• Follow-up activities</li> </ul> <p>The Loss Prevention Coordinator and the safety committee members should be trained in causal analysis and accident trending.</p> <p>Those employees that are the keepers of the OSHA 300 and 301 recordkeeping logs should receive training on OSHA 1904 to ensure that the logs are being filled out and maintained accurately.</p>
<p><b>Are there specific requirements for documenting the program, training, etc...?</b></p>	<p>Written procedures should be developed and conveyed to all employees regarding the accident reporting process within their agency.</p> <p>All training should be documented either in paper format, electronic means or via <a href="#">HRIS/YES Portal</a>.</p> <p>Program documents, training materials, and attendance rosters should be maintained in accordance with AZ Library, Archives and Public Records general retention schedules, <a href="#">LAPR - Retention Schedules</a>.</p>

**Are there any resources available that can assist me in putting together an accident reporting/investigation safety plan?**

Training/materials are available through a variety of venues:

- AZ State Risk offers training on a variety of safety and risk related topics
- Arizona Division of Occupational Safety and Health offers training at various locations throughout the State
- [OSHA Directorate of Training and Education](#)
- State contracted vendors offering safety training