

ACCIDENT AND INCIDENT REPORTING

Program Element

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“An agency shall develop and implement 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. The loss prevention coordinator and loss prevention committee shall review the accident and incident reports and identify the corrective actions necessary to prevent recurrence.”

Definition: Procedures and methods used to investigate, report, analyze and establish corrective action for accidents and incidents occurring within the agency.

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What is meant by timely reporting?

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.
- 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.
- Maintenance of records involving employee injuries or illnesses.
- Analysis of injury, illness and incident reports to identify trends so that action can be taken to reverse adverse trends.

Workers’ Compensation Claims

There are two critical time factors for reporting work-related injuries or illnesses. All reports of work related injuries that result in the employee filing a workers’ compensation claim must be reported to Risk Management no later than **48 hours** after the employee reports the injury to the agency via the Risk Management Early Claims Reporting Hotline (1-800-837-8583 or 602-542-WORK). In addition, all work related injuries and illnesses must be entered into ENVISION by the agency no later than ten (**10**) **days** after it is reported to the agency. For those agencies without access to the ENVISION system a copy of the report must be mailed to Risk Management Workers’ Compensation Division to arrive no later than ten (10) days after the employee reports the injury to the agency.

Property Loss/Damage

Damage is expected to exceed \$10,000

When: Within one (1) day of the incident

How: Reported to Risk Management orally, in writing or electronically.

Property loss claims must be submitted to Risk Management within 90 days of the discovery. Risk Management will cover a property loss only if there is proper documentation as to the cause and dollar amount of the loss. An Agency has up to one year to submit the required documentation after the initial report of loss has been made. If an agency fails to submit the proper documentation in the specified time period the loss will not be covered. If a loss to a building or structure requires more than one year to repair or to replace, the Risk Manager may grant an extension of time to document the amount of the loss. A request for an extension must be submitted in writing to the Risk Manager no later than 11 months from the date of loss and clearly justify the delay. The request must also specify a projected date of completion.

Liability & Other Claims

Liability- Physical injury to a third party.

When: Within one (1) day of the incident

How: Reported to Risk Management orally, in writing or electronically.

All Others-

When: Within ten (10) days of the incident

How: Reported to Risk Management orally, in writing or electronically.

Who should conduct accident investigations and what should the investigation focus on?

Accident investigations must be conducted to determine what caused the accident or incident and determine what actions can be taken to prevent similar incidents.

Supervisors should be the key accident investigators when an incident occurs. Supervisors are the “experts” in their operations and will have a keen insight into the task or operation that was involved in the incident. They also have day-to-day oversight of the operations and will be able to identify key factors that may have attributed to the incident.

What should I do if the incident or accident is beyond the scope of expertise for a supervisor?	<p>The focus of the accident or incident investigation is to determine the cause factors that led up to the event. It should be noted that the investigation should not focus on fault or blame, rather the root cause factor of the incident. The investigation should be a step-by-step analysis of events leading to the incident. Once the events are identified, determine which of the events, if removed from the scenario, could have prevented the incident from occurring; this is the root cause of the incident and where loss prevention efforts should be focused.</p>
What is the purpose of compiling, analyzing and evaluating accident investigation data?	<p>If the accident or incident is beyond the scope of the supervisor or agency loss prevention coordinator, assistance in investigating the incident can be obtained by contacting Risk Management. Each agency is assigned a loss prevention consultant within Risk Management who will work with your agency in conducting investigations if needed. Once again, the focus of these investigations will be to determine the root cause of the incident so that preventive measures can be taken to prevent recurrence of similar type incidents.</p>
	<p>Analyzing accident or incident data will provide you with a “snapshot” of the types of losses the agency is experiencing. With this data informed decisions can be made to prevent adverse trends and reduce losses or injuries.</p> <p>Varying methods are used in compiling the information necessary to perform the analysis. Usually, the agency loss prevention coordinator, working with the agency workers’ compensation coordinator, compiles the data from workers’ compensation claims reports, supervisor investigation reports, first aid claims and vehicle and property loss reports. The information is then presented to the agency loss prevention committee so that loss prevention efforts can be focused and directed. It is highly recommended that trend analysis reports be reviewed by the agency loss prevention committee at least quarterly but no less than semi-annually.</p>

How do I record injury and illnesses occurring in the workplace?

The Occupational Safety and Health (OSH) Act of 1970 requires employers to prepare and maintain records of occupational injuries and illnesses. The OSH Act and recordkeeping regulations in 29 CFR 1904 provide specific recording and reporting requirements, which comprise the framework of the OSH Act recording system.

You must use OSHA 300, 300-A and 301 forms, or equivalent forms, for recordable injuries and illnesses. The OSHA 300 form is called the Log of Work-Related Injuries and Illnesses, the 300-A is the Summary of Work-Related Injuries and Illnesses and the OSHA 301 form is called the Injury and Illness Incident Report.

These forms can be found online at:

www.osha.gov/recordkeeping/index.html

You must enter each recordable injury or illness on the OSHA 300 Log and 301 Incident Report within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.

You must post the annual summary no later than February 1st of the year following the year covered by the records and keep the posting in place until April 30th.

The OSHA Recordkeeping Handbook that covers the OSHA policy, rule, FAQ's and Letters of Interpretation can be downloaded at:

www.osha.gov/Publications/recordkeeping/OSHA_3245_REVISED.pdf

Who should be responsible for maintaining these records?

Responsibility for maintaining these records will vary by agency. Normally, the person designated as the agency Workers' Compensation Coordinator is the person who will complete, maintain and post the form.

Regardless of who is responsible for maintaining the OSHA 300 log the agency loss prevention coordinator should receive a copy of the completed form and ensure that it is posted as required.

How do I decide if a particular injury or illness must be recorded on the OSHA 300 Log?

Using the decision tree below you can determine which injuries and illness must be recorded:

