



**AFTER THE ACCIDENT INVESTIGATION AND
THE INITIAL ROOT CAUSE IS IDENTIFIED**

- ▶ OSHA 301 – Accident Investigation
- ▶ Complete the OSHA 300 Log entry



AFTER THE ACCIDENT INVESTIGATION AND THE INITIAL ROOT CAUSE IS IDENTIFIED

- ▶ OSHA Recordable
 - Follow CFR 29 1904

- ▶ OSHA Reportable
 - 24 hours
 - Amputation
 - Loss of an eye
 - Hospitalization



OSHA REPORTING

- ▶ OSHA Reportable
 - 8 hours
 - Fatality



OSHA REPORTING

- ▶ IOSHA Website for reporting serious injuries
 - <https://www.in.gov/dol/2954.htm>
- ▶ Report either by phone or through the website form listed above



OSHA REPORTING

- ▶ Regular business hours 8a-4:30p Monday –Friday
- ▶ IOSHA 317-232-2693
- ▶ Identify the call as:
 - Fatality
 - Amputation
 - Hospitalization
 - Loss of an Eye



OSHA REPORTING

▶ You will need the following information from your accident report:

- Establishment name
- Location of the incident
- Time of the incident
- Number of fatalities or hospitalized employees



OSHA REPORTING

- Names of injured employees
- Name of the Employer's contact person including phone number
- A brief description of the incident



WORKERS' COMPENSATION REPORTING

- ▶ FROI must be submitted to your insurance carrier
 - This is their notice of the incident



INTERNAL ACCIDENT INVESTIGATION

- ▶ Safety Committee established to review the incident report
- ▶ Ensure that all proper Root Causes have been identified
 - Review Root Causes



ACCIDENT INVESTIGATION

- ▶ Review initial corrective action and determine if anything needs to be changed
- ▶ Complete a review of the Job Hazard Assessment for the job
 - Does JHA exist? If not, complete ASAP
 - If it does, find out if safety procedures and equipment was worn / used.
 - Review the procedure for effectiveness



ACCIDENT INVESTIGATION

- ▶ Submit report to Executive Safety Management for corrective actions to be implemented



REVIEW OF JHA AND VERIFIED ROOT CAUSE(S)

- ▶ Employee and Management sign off of the root cause(s)
- ▶ Were the JHA or established work processes followed?
 - Discipline
 - Verbal, 2nd, 3rd, Termination
 - What may be immediate termination violations



DISCIPLINE

- ▶ Immediate Termination Violations
 - These should be documented
 - All employees should be trained
 - These should not be a mystery to anyone



DISCIPLINE

- ▶ Documentation included in the training that will follow any incident
 - Is the training just for the employee who was injured or for all employees
 - What is included in helping to make that decision
 - What methods are used for this training



TRAINING DOCUMENTATION

- ▶ Training Records
 - Employees must sign to document training
 - Maintain Records



INJURED EMPLOYEE RETURN-TO-WORK

- ▶ Documentation from the Occupational Clinic
- ▶ Establish a procedure for that paperwork
 - What is the chain of custody
 - Who is informed



INJURIES AT WORK

- ▶ Minor Injury – First Aid only
 - Employee returns to work
 - Keep wound clean
 - Safety Committee / First Responder should check on the employee



INJURIES AT WORK

- ▶ Minor Injury – Doctor or Clinic
 - Employee returns with paperwork
 - This includes diagnosis and possible work restrictions



INJURIES AT WORK

- ▶ Major Injury
 - Time to prepare for Transition to Work
 - Coordinate with the Doctor regarding work restrictions
 - Plan ahead by sharing that program with your occupational doctor – seek understanding of what you are able to accommodate



RETURN-TO-WORK

- ▶ Transitional Return to Work
 - Employees are shown the job that reflects their restrictions
 - They should sign off or agree to follow these work restrictions
 - Restrictions should be noted to include personal life for the best recovery



RETURN-TO-WORK

- Supervisors must enforce those restrictions
- Do not allow an employee on restrictions to work outside of those restrictions
- Monitor work regularly
- Temporary is the key word here



RETURN-TO-WORK

- ▶ Existing Job Descriptions are critical to TRTW
 - Establish jobs and physical requirements for each
 - Document those and use in the hiring process to match workers to the tasks better
- ▶ Physical Demand Analysis is another tool



RETURN-TO-WORK

- ▶ TRTW is designed to be temporary
- ▶ We should have a plan for each employee on restrictions
 - This plan is talking with the doctors
 - Look for changing restrictions as the employee gets stronger
 - Improvement over time



RETURN-TO-WORK

- ▶ Once employees are totally released from restrictions
 - Follow up with them
 - Continue safety observations
 - Continue safety inspections

- ▶ Safety Committee should include changes to those checklists based on real incidents and results



TRAINING

- ▶ Incorporate the findings from any incident into the training matrix
- ▶ Be sure to review
 - New hire orientation
 - Job specific training
 - Annual and recurring training
 - LOTO
 - Forklift



SAFETY ALERTS / TOOLBOX TALKS

- ▶ A good tool for alerts to all employees
- ▶ Weekly / bi-weekly
- ▶ Topics can be seasonal
 - Documentation of attendance

