



Meiners Electric, Company Safety Manual

PAGE: 1 of 2

LAST REVISION:

August 8th, 2016

REVIEWED BY:

L. Kirk Berglund, Safety Director

FORM REF No:

SP-ACCI

SUBJ:

Accident Investigation

ACCIDENT / NEAR MISS INVESTIGATION

1. POLICY

It is the policy of Meiners Electric to investigate all accidents and near misses to determine root causes.

2. PURPOSE

After an accident, the first step is to obtain medical attention for the injured people and/or to correct the damage to the extent that work activity can continue. All accidents and near misses must be reported no matter how slight. An investigation of the accident needs to start as soon as possible. The investigation is not to find fault or lay blame, but to prevent a similar incident from happening in the future.

3. SCOPE

The job foreman usually conducts the investigation, because he is most familiar with operations, materials, equipment, and the people involved. A written accident report is necessary. The report forms a basis for the clerical staff to complete forms required by the insurance company and/or for OSHA reporting.

The accident investigator needs to document who was involved in the incident (list all employees close to the situation even if they were not injured), where it happened, what equipment or conditions may have contributed, when and why it happened. The explanations do not need to be wordy, but must include the action word or phrase such as “struck by”, “struck against”, “caught between”, “falls”, and others. For example: employee was walking to toolbox, tripped over plank on floor and fell. The investigator may find more than one cause.

4. GENERAL

Accident causes are unsafe acts of people and unsafe physical conditions that exist. Acts of God, such as lightening or earthquake cause very few industrial accidents and are not of major concern to the industrial accident investigator.

Unsafe acts of people cause most work accidents. Examples of unsafe acts include removing guards from machines, using defective equipment, lifting incorrectly or lifting too heavy a load, and horseplay, just to name a few.



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Unsafe conditions usually cause fewer accidents than unsafe acts, but unsafe conditions tend to cause accidents that result in more severe injuries. Examples of unsafe conditions include unguarded machines, slippery floors, insufficient lighting, and insufficient ventilation.

Many unsafe conditions can be fixed right away by the foreman. For example, a wet slippery spot on the floor can be cleaned up, or an obstruction can be removed so that people do not fall over it. Some conditions may need to be reported to a higher authority for correction. An example would be a defective conduit bender that needs to be replaced or repaired by an outside company. A defective material hoist may fall under a general contractor's responsibility. The crew foreman should fix the unsafe conditions that he can and report to others for those conditions beyond his authority to fix. Reports should be written in case documentation is needed in future.

For people who lack knowledge or skill, the corrective action is instruction and training. This is an important part of the foreman's duties as safety training and retraining is a continuing activity, even with an experienced crew. Emphasis and constant reminders through weekly toolbox talks are an effective way to accomplish this necessary activity.

For people who just don't care, effective leadership by the foreman can help. Setting a good example, treating people fairly, letting people know what is expected from them and similar other positive things will often get people back in line. Rewards for good performances can payoff. Sometimes, however, the exercise of penalties within the appropriate guidelines may be required to get positive results.

The corrective action for people with physical-mental-emotional handicaps is proper placement. People should be assigned to jobs that they can do or be taught to do. Employee selection and training are important considerations in getting adequate job performance.