

#2-17

Accident Reporting

All work-related accidents or incidents must be reported to supervisors as soon as practical.

Definitions:

- Accident – An accident is an unplanned, unwanted event that causes injury, illness, or property damage.
- Incident – An incident is an unplanned, unwanted event that does not result in injury, illness, or property damage. Often an incident is referred to as a “close call” or “near miss.”

Accident prevention and control of hazards is the result of a well-designed and executed safety and health program. One of the keys to a successful program includes unbiased, prompt, and accurate accident investigations. The basic purpose of these investigations is to determine measures that can be taken to prevent similar accidents in the future. But before an investigation takes place, the accident or incident must be reported. Further, failure to promptly report work-related accident injuries may jeopardize the employee’s ability to collect worker’s compensation.



Supervisors are responsible for:

- Having employees involved in accidents complete an Employee Accident Report, HRI 124-1.
- Conducting immediate initial accident investigations.
- Reporting all accidents to management as soon after the event as possible using the Supervisor’s Report of Accident, HRI Form 124-2.
- Collecting and preserving all evidence that may be useful in an investigation.
- Conducting interviews of witnesses in a polite professional manner.
- Not attempting to find or assign blame for accidents.
- Taking action to protect people and property from secondary effects of accidents.

Employees are required to immediately report all accidents and injuries to their supervisors. They may also be requested to assist in accident investigations. Lastly, they should report all observed hazardous conditions and near-misses to their supervisors.

Take Away: Promptly reporting accidents or near-misses is an essential part of investigating potential unsafe conditions or work practices and will enable an injured employee to receive any worker’s compensation due in a timely manner.