

ACCIDENT REPORTING GUIDELINES:

Accidents can have a direct cause (a hazardous material or sudden release of energy), an indirect cause (an unsafe act or condition, or both), and/or a basic cause (poor safety policy and decisions, or personal or environmental factors).

Most accidents are preventable by eliminating one or more causes. The safety training which you receive is aimed at preventing accidents. However, a few incidents—minor and major—may still occur. It is important that your supervisor, the location research leader and the Safety, Health and Environmental Management committee are aware of “near misses”, in order to correct a potential major hazard.

The following basic guidelines are to be followed when any accident occurs:

1. First aid comes first! Before you worry about reports and forms, be sure that you get medical attention if you need it. Medical help can be as simple as a Bandaid or as complex as a life-saving trip in a helicopter. Your health is the first concern.
2. Report the accident to your supervisor or to a SHEM committee member if your supervisor is unavailable.
 - a. Reportable accidents/illnesses
 - i. OSHA reportable – death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness. Other would be physician diagnosed even if it doesn't result in what was just described.
 - ii. Supervisor reportable – all of the above and any first aid treated.
3. Write a short report and include
 - a. what happened
 - b. who was involved
 - c. what were the damages
 - d. what was the causeSign the report and send copies to your supervisor, the location research leader and the SHEM committee chairman.
4. Contact the location administrative officer for any necessary insurance or workers compensation forms.