

Chapter 1 : National Safety Council - Our Mission is Safety

In conducting an incident investigation, the team must look beyond the immediate causes of an incident. It is far too easy, and often misleading, to conclude that carelessness or failure to follow a procedure alone was the cause of an incident.

These investigations help employers and WorkSafeBC determine why an incident happened and what can be done to prevent similar situations in the future. Incidents requiring an investigation Reports and the reporting process Submitting a report to WorkSafeBC Resources Employers are responsible for immediately conducting an investigation into any incident that involves: Investigation stages Conducting an investigation into an incident that occurred in your workplace includes four stages. Those conducting the investigation must be knowledgeable about the type of work involved at the time of the incident. An employer and a worker representative must participate, if or as they are available. The four stages of an investigation are: Employers must complete a preliminary investigation and accompanying report within 48 hours of an incident. If you can identify only some of the unsafe conditions, acts, or procedures that significantly contributed to the incident, interim corrective actions may include a full or partial shutdown of the worksite, removal of equipment, or reassignment of workers to other duties. This involves carefully analyzing the facts and circumstances to identify the underlying factors that led to the incident. Key questions to ask include: What factors made the unsafe conditions, act, or procedures possible? Are there any health and safety deficiencies in my management system or processes? A full investigation and report must be completed within 30 days of the incident. Employers can choose to document the incident investigation in a format that suits their needs; however, the reports must contain the information required by WorkSafeBC Prevention Policies D and D This will ensure reports comply with sections 2 a and 2 a of the Workers Compensation Act. If you choose to customize any of the report forms, you may add fields but be sure not to delete any. As you complete these reports during your investigation be mindful of the personal privacy of individuals involved in the incident. Only record personal information that is relevant to the investigation. If personal information is included, consider removing some or all of it before posting the report in a public place. The following describes each of the required reports in more detail. Preliminary investigation report The preliminary investigation and its accompanying report must be completed within 48 hours of the incident unless WorkSafeBC grants an extension. This report outlines the facts of the incident, including the names of injured workers and witnesses. It also asks you to describe the sequence of events leading up to the incident and what happened when the incident occurred. In addition, you are required to identify the unsafe conditions or acts that significantly contributed to the incident and list the recommended corrective actions. You may need to submit a copy to WorkSafeBC, if requested. You must also provide a copy to your joint health and safety committee or the worker health and safety representative. Interim corrective actions report The interim corrective actions report should address the findings of your preliminary investigation and describe the recommended steps taken to prevent similar incidents. Full investigation report The full investigation and accompanying report must be completed and submitted to WorkSafeBC within 30 days of the incident. The full investigation report expands on the preliminary investigation report by describing what your investigation has determined to be the cause or causes of the incident. You may need to update the section on the unsafe conditions, acts, or procedures that led to the incident in other words, the underlying factors , as well as your recommended corrective actions. You will need to submit a copy to WorkSafeBC within 30 days. Full corrective actions report Once the full investigation and report have been completed, you are responsible for preparing a corrective action report identifying: You must provide a copy to your joint health and safety committee or the worker health and safety representative. You can submit full investigation reports in the following ways:

Chapter 2 : Incident Investigation : OSH Answers

Investigate Safety, Tolerability, PK, PD and Efficacy of Risdiplam (RO) in Infants With Type1 Spinal Muscular Atrophy (FIREFISH) The safety and scientific validity of this study is the responsibility of the study sponsor and investigators.

The advantage is that this person is likely to know most about the work and persons involved and the current conditions. Furthermore, the supervisor can usually take immediate remedial action. This situation should not arise if the incident is investigated by a team of people, and if the worker representative s and the investigation team members review all incident investigation findings and recommendations thoroughly. Why look for the root cause? An investigator or team who believe that incidents are caused by unsafe conditions will likely try to uncover conditions as causes. On the other hand, one who believes they are caused by unsafe acts will attempt to find the human errors that are causes. Therefore, it is necessary to examine all underlying factors in a chain of events that ends in an incident. The important point is that even in the most seemingly straightforward incidents, seldom, if ever, is there only a single cause. For example, an "investigation" which concludes that an incident was due to worker carelessness, and goes no further, fails to find answers to several important questions such as: Was the worker distracted? If yes, why was the worker distracted? Was a safe work procedure being followed? If not, why not? Were safety devices in order? Was the worker trained? An inquiry that answers these and related questions will probably reveal conditions that are more open to correction. What are the steps involved in investigating an incident? Report the incident occurrence to a designated person within the organization. Provide first aid and medical care to injured person s and prevent further injuries or damage. The incident investigation team would perform the following general steps: Scene management and scene assessment secure the scene, make sure it is safe for investigators to do their job. Witness management provide support, limit interaction with other witnesses, interview. Investigate the incident, collect data. Analyze the data, identify the root causes. Report the findings and recommendations. The organization would then: Develop a plan for corrective action. Evaluate the effectiveness of the corrective action. Make changes for continual improvement. As little time as possible should be lost between the moment of an incident and the beginning of the investigation. In this way, one is most likely to be able to observe the conditions as they were at the time, prevent disturbance of evidence, and identify witnesses. The tools that members of the investigating team may need pencil, paper, camera or recording device, tape measure, etc. What should be looked at as the cause of an incident? The simple model shown in Figure 1 attempts to illustrate that the causes of any incident can be grouped into five categories - task, material, environment, personnel, and management. When this model is used, possible causes in each category should be investigated. Each category is examined more closely below. Remember that these are sample questions only:

Incident Categories Task Here the actual work procedure being used at the time of the incident is explored. Members of the investigation team will look for answers to questions such as: Was a safe work procedure used? Had conditions changed to make the normal procedure unsafe? Were the appropriate tools and materials available? Were safety devices working properly? Was lockout used when necessary? For most of these questions, an important follow-up question is "If not, why not? Was there an equipment failure? What caused it to fail? Was the machinery poorly designed? Were hazardous products involved? Was a less hazardous alternative product possible and available? Was the raw material substandard in some way? Should personal protective equipment PPE have been used? Was the PPE used? Were users of PPE properly educated and trained? Again, each time the answer reveals an unsafe condition, the investigator must ask why this situation was allowed to exist.

Work Environment The physical work environment, and especially sudden changes to that environment, are factors that need to be identified. The situation at the time of the incident is what is important, not what the "usual" conditions were. For example, investigators may want to know: What were the weather conditions? Was poor housekeeping a problem? Was it too hot or too cold? Was noise a problem? Were toxic or hazardous gases, dusts, or fumes present?

Personnel The physical and mental condition of those individuals directly involved in the event must be explored, as well as the psychosocial environment they were working within. The purpose for investigating the incident is not to establish blame against someone but the

inquiry will not be complete unless personal characteristics or psychosocial factors are considered. Some factors will remain essentially constant while others may vary from day to day: Did the worker follow the safe operating procedures? Were workers experienced in the work being done? Had they been adequately educated and trained? Can they physically do the work? What was the status of their health? Was fatigue or shiftwork an issue? Were they under stress work or personal? Was there pressure to complete tasks under a deadline, or to by-pass safety procedures? Management Management holds the legal responsibility for the safety of the workplace and therefore the role of supervisors and higher management and the role or presence of management systems must always be considered in an incident investigation. These factors may also be called organizational factors. Failures of management systems are often found to be direct or indirect causes. Ask questions such as: Were safety rules or safe work procedures communicated to and understood by all employees? Were written procedures and orientation available? Were the safe work procedures being enforced? Was there adequate supervision? Were workers educated and trained to do the work? Had hazards and risks been previously identified and assessed? Had procedures been developed to eliminate the hazards or control the risks? Were unsafe conditions corrected? Was regular maintenance of equipment carried out? Were regular safety inspections carried out? Had the condition or concern been reported beforehand? This model of incident investigation provides a guide for uncovering all possible causes and reduces the likelihood of looking at facts in isolation. Some investigators may prefer to place some of the sample questions in different categories; however, the categories are not important, as long as each question is asked. Obviously there is considerable overlap between categories; this overlap reflects the situation in real life. Again it should be emphasized that the above sample questions do not make up a complete checklist, but are examples only. How are the facts collected? The steps in the investigation are simple: Although the procedures are seemingly straightforward, each step can have its pitfalls. As mentioned above, an open mind is necessary in an investigation: All possible causes should be considered. Making notes of ideas as they occur is a good practice but conclusions should not be made until all the data is gathered.

Chapter 3 : Investigation Archives – calendrierdelascience.com

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Chapter 4 : Incident Investigation

The Investigation in Safety Management Systems (ISMS) course is a follow-on course to the Safety Management Systems Complete (SMS-C) course. It provides Safety Officers and managers with knowledge and training in the process of investigating minor accidents and incidents in an aviation organization.

Chapter 5 : Chandra X-ray Observatory Returns to Science Operations | NASA

Investigating Safely: A Guide for High School Teachers () Science Safety in the Community College () The NSTA Ready-Reference Guide to Safer Science Volume 1.

Chapter 6 : Conducting an employer investigation - WorkSafeBC

Incident investigations If a workplace incident results in an injury, or could have caused a serious injury, both employers and WorkSafeBC have certain responsibilities. Two different investigations may take place after an incident occurs: one that the employer conducts and one that WorkSafeBC conducts.

Chapter 7 : Investigating Outbreaks | Foodborne Outbreaks | Food Safety | CDC

A federal safety agency is investigating a March 23 crash in which a California man died when his Tesla Model X sport-utility vehicle slammed into a concrete barrier on a highway near San Francisco.

Chapter 8 : Sorry, this content is not available in your region.

Ideally, safety programs focus on preventing accidents and incidents, but if one occurs, have an accident investigation procedure ready and train your employees how to use it. Investigate ALL accidents and injuries; the severity determines the extent of the investigation.

Chapter 9 : Incident investigations - WorkSafeBC

Accident / Incident Investigation OUR MISSION We must provide a safe, accident free work place where employees feel free to report ALL incidents in order to help identify root causes and eliminate the.