

## Accident Reporting

An “accident” is any unplanned event that results in personal injury or property damage. Accidents are often preceded by related incidents and near misses, and are often both predictable and preventable. Causes of accidents can be indentified through change analysis, job safety analysis, accident investigations, and near-miss reports.

Following are definitions related to workplace accidents:

**Accident**– An undesired event that results in personal injury or property damage

**Incident**– An unplanned, undesired event that adversely affects completion of a task

**Near miss**– An incident in which no property was damaged and no personal injury was sustained, but given a slight shift in time or position, damage and/or injury could have easily have occurred

Addressing incidents and near misses before an accident occurs can prevent injuries and damage to property.

### Accident Reporting

There are many things we can do to help reduce the amount of workplace accidents (training, signage, tags, guarding), but unfortunately they are still likely to occur at some point. If or when an accident is to occur, you will need to follow the following:

- You are to immediately report any work related accident/injury or illnesses to a supervisor  
OSHA requires this to be done prior to leaving the building, but many companies require it to be done Immediately. If your supervisor is not available, go up the chain of command.
- You are to cooperate with management to complete an incident report to help determine the cause
- You are to report all near misses  
This will help management and supervisors address a situation that could lead to a future accident , and is a leading indicator of potential accidents

### Accident Investigation

Accident represent problems that must be solved through investigation. A good accident investigation is aimed at discovering what happened, what caused it to happen, why it happened, and how to prevent future occurrences. An accident investigation is a common tool for uncovering hazards that either were missed earlier or have managed to slip out of the controls planned for them.