

Accident & Incident Investigations



What you need to know

Safety must be first and every employees, clients, visitors, students should be purposeful in preventing an accident from happening in the first place.

Measures to prevent accidents are

- University wide safety training
- Appropriate signage identifying potential hazards
- The GSU University Communication/ notification call outs/texts
- Prompt attention/repairs to reported safety issues

Definitions

- An accident is defined as an unintentional event that results in personal injury and or property damage. These events can occur involving on campus involving employees, clients, visitors, students, and or property.
- An incident is also referred to as “Near Misses”. These are events that had the potential to cause injury and/or property damage involving employees, clients, visitors, students, and or property.

Reportable Accidents

When an accident occurs, medical aid should be requested immediately for the injured person. All accidents, including those to non-employees, will be investigated. “Near misses” should be investigated as thoroughly as an accident that results in personal injury or property damage.

- In all cases- If medical attention is needed notify the University Police at 2222. If an ambulance is needed call 911 from a GSU campus line.
- Be prepared to tell the 911 system or University Police the following: (a) Nature of the emergency; (b) Exact location of the victim; (c) Your name and address. **Do not hang up until advised that it is all right to do so.**

IMPORTANT FORMS

DA2000 -Employee investigation form

Completed at the time of every Incident/Accident. Should be completed by employee supervisor.

- <https://www.doa.la.gov/media/i4lh4guko/da2000.pdf>

DA3000- Visitor/Clients investigation form

Completed at the time of every Incident/Accident. Should immediately contact GSU Police department or call for assistance. DA3000 should be completed by the officer at the scene.

- <https://www.doa.la.gov/media/2m0debd1/da3000.pdf>

The image shows a document titled "Employee (Post Incident) Required Analysis (DA 2000)". The header includes the Department of Administrative Services and the Department of Risk Management, Safety and Loss Prevention. The form contains several numbered sections for data entry, including fields for name, date, location, and supervisor. At the bottom, there is a box with the text: "KEEP THESE FORMS FOR ALL STATE EMPLOYEES TO BE INVESTIGATED BY THE STATE EMPLOYER'S COMPENSATION CLAIMS - THE Agency - The State".

Employee Instructions

- Request medical care if needed.
- Report the accident/incident to immediate supervisor as soon as practical, at least before the end of the shift during which the accident occurred.

Supervisor Instructions

- Supervisor reports the accident/incident on the State Employee Incident/ Accident Form (DA 2000). All spaces on the DA-2000 are to be completed. Notations such as N/A should be avoided.

Thoroughly complete the “Root Cause Analysis” section of the form.

- provide a comprehensive explanation of the unsafe act which contributed to the accident or unsafe condition,
- provide a comprehensive explanation of why conditions and any other contributory factors existed which contributed to the act,
- provide a detailed explanation of what immediate and long range actions the supervisor took to prevent a recurrence of the of the accident and if any assistance or resources are needed to prevent recurrence. The GSU Office of Safety and Risk Management is available to assist supervisors in completing this forms and, once completed,

Supervisor Instructions Cont.

- The initiated accident/incident form (DA 2000) is submitted to the GSU Office of Safety and Risk Management within 24 hours to complete the investigation. *It is important to meet this guideline to allow for the most accurate and thorough investigation of the conditions and location.
- If the injuries require medical attention, the employee's supervisor must **ALSO** complete the LDOL-LOC-1007- "Employer's Report of Occupational Injury or Disease Form".

If the supervisor is unable to complete the DA 2000, the supervisor MUST contact the GSU Office of Safety and Risk Management immediately.

Clients/Non-employee (students)/Visitors Instructions

- Request medical care if needed.
- Immediately report the accident/incident to GSU Police Department.

189 Central Ave, Grambling LA.

(318) 274-2222

University Police Instructions

- Complete the DA-3000- Visitor/Client Accident Reporting.
- University Police are to retain the original and are to send a copy of the completed DA-3000 to the GSU Director, Office of Safety and Risk Management within 5 working days after completing the form.

Accident/Incident Investigators

An investigation is for the purpose of collecting factual accounts of an accident. Investigations can determine cause, eliminate blame, and prevent recurrence.

All levels of administrators and supervisors investigate accidents. The most important investigator is the first-line supervisor OR THE University policeman who first arrives at the scene of the accident because:

- Knows most about the situation.
- Has a personal interest in identifying accident causes.
- Can communicate more effectively with the workers.
- Can take immediate action to prevent an accident from recurring.

What, When, and Why of Accident Investigation

STEPS TO CONDUCT AN INVESTIGATION

- STEP 1. Explain to the employee/client/visitor that your only interest is to prevent recurrence.
- STEP 2. Express concerned for him/her.
- STEP 3. If possible, conduct the interview at the scene of the accident-this reduces the possibility of mistakes and avoids embarrassment.
- STEP 4. Ask the person to state clearly their version of the accident. Do not make judgmental remarks.
- STEP 5. Ask any questions necessary-the key word is necessary. Limit your questions, as much as possible, to facts.
- STEP 6. Repeat the person's version of the event as you understand it. It assures complete understanding between yourself and the employee as to what actually took place.
- STEP 7. Close the interview on a positive note.

Vehicle Accidents

Vehicle accidents involving state-owned vehicles or rented/leased vehicles being used on State business in which there are no injuries to the employee

- must be reported on Form DA-2041- “Accident Report- Louisiana State Driver Safety Program”.

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*If the injuries require medical attention, the employee’s supervisor must **ALSO** complete the LDOL-LOC-1007- “Employer’s Report of Occupational Injury or Disease Form”.

Let's all practice Safety First



An Introduction to Ergonomics

This material was produced under grant [SH20856SH0] from the Occupational Safety and Health Administration, U.S. Department of Labor. It does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government

What is Ergonomics?

“The scientific discipline concerned with understanding of interactions among humans and other elements of a system, and the profession that applies theory, principles, methods and data to design in order to optimize human well-being and overall system performance”.

Ergonomics means

“fitting the job to the worker”

From the Greek

Ergo = Work

Nomos = Laws

- Source : International Ergonomics Association (IEA) in 2000

What are Work Related Musculo-Skeletal Disorders (WMSDs)?

- WMSDs are also known as:
 - Cumulative Trauma Disorders (CTDs)
 - Repetitive Strain Injuries (RSIs)
 - Overuse injuries
- They are soft tissue injuries which occur gradually

What are some of the symptoms of WMSDs?

- Discomfort
- Pain
- Numbness
- Tingling
- Inflammation
- Burning
- Swelling
- Change in color
- Tightness, loss of flexibility

What causes WMSDs?

- Heavy, Frequent, or Awkward Lifting
- Pushing, Pulling or Carrying Loads
- Working in Awkward Postures
- Hand Intensive Work
- Vibration
- Contact Stress

Risk Factors

Risk of injury depends upon:

- Duration of exposure
- Frequency of exposure
- Intensity of exposure

(how **long**)

(how **often**
often often)

(how **MUCH**)

- Combinations of risk factors

+++

Risk factors for WMSDs

Heavy, frequent or
awkward lifting

Heavy lifting



There are only recommendations for maximum weight a person can lift.

Frequent lifting

Lifting more than twice per minute



Awkward lifting

Lifting above the shoulders, below the knees or at arms' length



Risk factors for WMSDs

Awkward postures

- Extended reaching
- Bending or twisting of the trunk
- Working with arms away from the body
- Kneeling or squatting

Awkward Postures - Low work

Bending



Kneeling



Squatting



Reducing low work

- Raise and/or tilt the work for better access
- Use a stool for ground level work
- Use tools with longer handles
- Alternate between bending, kneeling, sitting, and squatting

Reducing Reaching

- Keep items within close reach
(design reach distance for the shortest worker)
- Remove obstacles
- Use gravity feed racks

Risk factors for MSDs

Hand Intensive Work

Hand Intensive Work

Repetitive motions



Hand Intensive Work – Highly repetitive motion

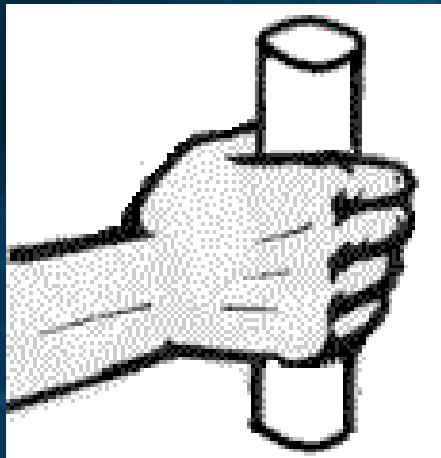
Making the same motion repeatedly can cause a lot of wear and tear on the joints being used, and if you don't rest to allow time for them to heal, the damage can just keep building up.

Reducing repetition

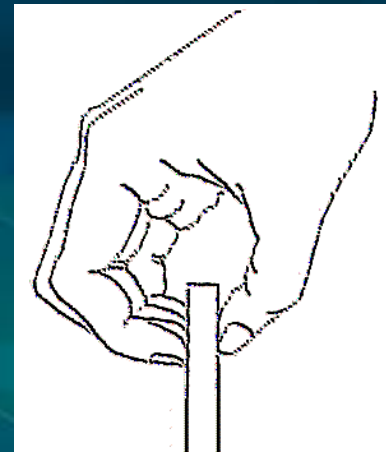
- Arrange work to avoid unnecessary motions
- Let power tools and machinery do the work
- Spread repetitive work out during the day
- Take stretch pauses
- Rotate task with co-workers if possible
- Change hands or motions frequently

Hand Intensive Work – Gripping and Pinching

A power grip is 5 times
stronger than a pinch grip



=



10 lbs

2 lbs

Other factors

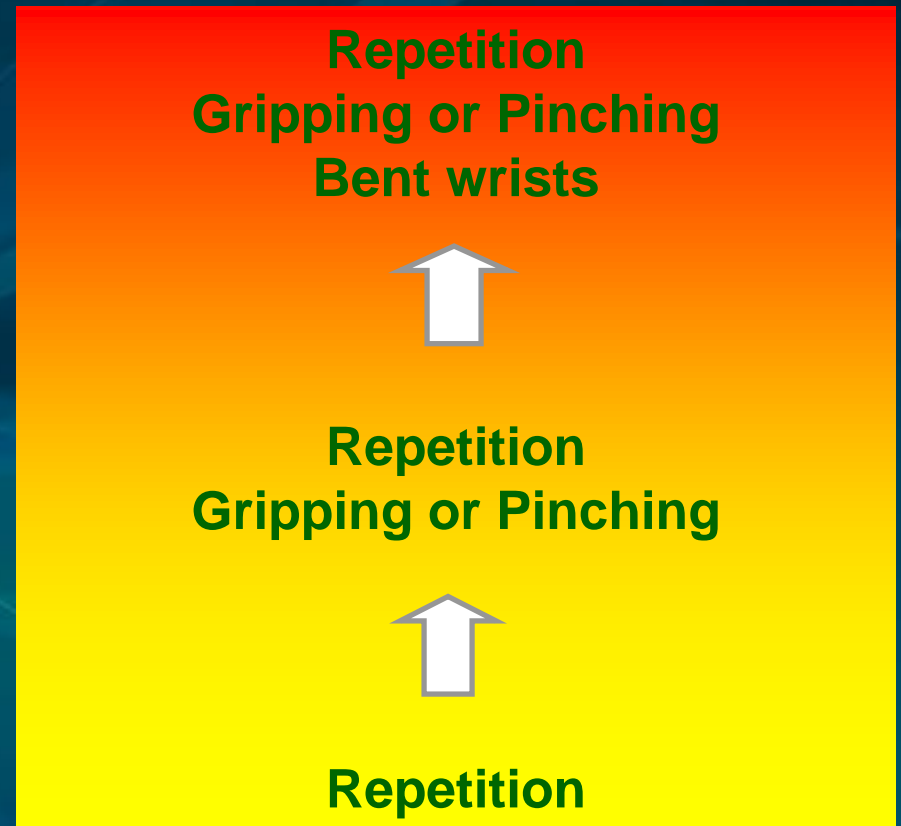
Your grip strength decreases when you:

- Bend your wrists
- Pick up slippery items
- Wear poorly fitting gloves
- Have cold hands

Hand Intensive Work – Combinations

Risk of injury goes
up as you combine
factors

Risk



OSHA Guidelines for Ergonomics

- OSHA has developed industry- or task-specific guidelines for a number of industries based on current incidence rates and available information about effective and feasible solutions
- OSHA is conducting inspections for ergonomic hazards and issues citations under the General Duty Clause and issues alert letters where appropriate
- OSHA is providing assistance to business to help them proactively address ergonomic issues in the workplace
- OSHA has chartered an advisory committee to identify gaps in research and application of ergonomics and ergonomic principles in the workplace

**Remember, OSHA does not have
regulations to address
ergonomics,
only Recommendations and
Guidelines**

What you can do:

- Recognize and report signs and symptoms early
- Get involved in ergonomics

Recognition and reporting signs and symptoms

Report signs or symptoms if:

- Pain is persistent, severe or worsening
- Pain radiates
- Symptoms include numbness or tingling
- Symptoms keep you from sleeping at night
- Fingers blanch or turning white

Why is it important to report signs and/or symptoms early?

- Acute injuries can easily become chronic injuries and can sometimes lead to disability, even surgery
- Early treatment save time and money

Getting involved

- Look at jobs
- Come up with solutions
- Work with solutions
- Take part in training
- Take responsibility for changing the way you do your job
- Help to make sure efforts are successful

Five key points to remember

1. Ergonomics can help you on your job
2. WMSDs can happen in jobs with risk factors
3. Risk factors can be reduced and WMSDs prevented
4. Reporting signs and symptoms early is important
5. You can help your company put ergonomics changes into place