

# Accident & Incident Investigations



What you need to know



Safety must be first and every  
employees, clients, visitors,  
students should be purposeful  

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in preventing an accident from  
happening in the first place.

# Measures to prevent accidents are

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- 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

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- 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

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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.**

**EMPLOYEE PAST INCIDENT/RECIDIVIST ANALYSIS (CJA 0096)**  
 (Processing by all jurisdictions)  
*(This form is NOT for state correctional facilities. See other available Jurisdiction Report or report from your local.)*

**DEPT OF CORR MANAGEMENT**  
**UNIT OF RISK ASSESSMENT AND LOSS PREVENTION**  
**STATE EMPLOYEE INCIDENT/ACCIDENT INVESTIGATION FORM**  
 Worker's Compensation Unit—For Agency Use Only  
 (PLEASE TYPE OR PRINT)

[illegible]

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

- ## 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>



# Employee Instructions

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- 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

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- 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.

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- 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**

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- 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

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- 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

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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

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- 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

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**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”.

**Vehicle accidents involving state-owned vehicles or rented/leased vehicles being used on State business in which there injuries to the employee**

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

\*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**

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