

Great Western Painting Incident Analysis Management Program

This incident analysis management program is designed to prevent, or at least reduce, occupational incidents and near-miss incidents.

The concept is simple. As a matter of policy **and practice**, we will investigate all occupational incidents and near-miss incidents which include accidents, illnesses, and property damage.

Though it is a fine point, accidents are a subset of incidents because there is a tendency to assume that accidents just happen through no fault of any person or circumstance. Something as simple as tripping, for example, seems like an inconsequential accident and it could be caused by something as obvious as not tying shoe laces. It could also be caused by the onset of a very serious medical condition. The result of tripping could be catching yourself with no harm no foul or falling into a machine and being totally ground up.

Because we are searching for the fundamental reason (root cause) for the incident as well as the possible contributing factors which may be as mundane as sunlight temporarily blinding a worker to more serious preventable actions such as failure to use a machine guard.

Our incident analysis management program works only if there is commitment, cooperation, and follow through by all personnel from senior management, supervisors, and employees. As a matter of employment, we insist on that commitment.

The purpose of this program is not to find fault or blame – it is to prevent similar occurrences in the future.

As a company we are committed to providing a workplace that is free from recognized hazards. Our goal is zero occupational incidents and near-miss incidents. All employees are to understand that safety has the highest priority of all our organizational values.

Because of the importance of the above statement, this document will be posted on all job sites.

Procedure:

Immediately after any medical interventions are resolved, the senior person on the job site will try to ascertain exactly what happened that created the incident through statements, video, audio, film or other media. An immediately check will be made of the obvious – PPE, machine guarding, operating speeds, housekeeping, etc..

The Investigation Team will at the earliest convenience review the information obtained by the senior person, above, interview and obtain further written statements from all those actually involved and those who may have witnessed or have knowledge of what occurred.

Contributing causes to an incident could include:

Do employees and supervisors as well as those involved in the incident have a clear idea of the importance of safety precautions in relation to other organizational goals?

Were those involved in the incident knowledgeable of how to perform their job tasks?

Was there on site supervision and current job inspections?

Site Conditions and Root Causes of Hazards:

Items to consider during the incident investigation include:

Have hazards appeared where no one in management realized there was potential for their development?

Where workers have faithfully followed job procedures, have accidents or near-misses occurred because of hidden hazards?

Have hazards been discovered in the design of new facilities, equipment, materials, and processes after use has begun?

Have accidents or near-misses occurred when two or more failures in the hazard control system occurred at the same time, surprising everyone?

Are the hazards discovered during accident investigations ones that should have been recognized and corrected by the regular inspection process?

Are hazards ever found where employees could reasonably be expected to have previously recognized and reported them?

When hazards are found, is there evidence that employees had complained repeatedly but to no avail?

Are accidents sometimes caused at least partly by factors that might also have contributed to previous near-misses that were not investigated or accidents that were too superficially investigated?

Are controls meant to protect workers actually putting them at risk or not providing enough protection?

Are employees engaging in unsafe practices or creating unsafe conditions because rules and work practices are not fairly and consistently enforced?

Are employees in areas designated for PPE wearing it properly, with no exceptions?

Are hazards that could feasibly be controlled through improved design being inadequately controlled by other means?

Is poor maintenance a frequent source of hazards?

Are hazard controls in good working order?

Does equipment appear to be in good working order?

Have further injuries or worsening of injuries occurred because proper medical assistance (including trained first aid and CPR providers) was not readily available?

Have occupational illnesses possibly gone undetected because no one with occupational health specialty training reviewed employee symptoms as part of the medical program?

Have hazards occurred during actual or simulated emergencies due to confusion about what to do?

On larger worksites, are emergency evacuation routes clearly marked?

Are emergency telephone numbers and fire alarms in prominent, easy to find locations?

Have employees been hurt or made ill by hazards of which they were completely unaware, or whose dangers they did not understand, or from which they did not know how to protect themselves?

Have employees or rescue workers ever been endangered by employees not knowing what to do or where to go in a given emergency situation?

Are there hazards in the workplace that exist, at least in part, because one or more employees have not received adequate hazard control training?

Are there any instances of employees not wearing required PPE properly because they have not received proper training? Or because they simply don't want to and the requirement is not enforced?

Has a supervisor's lack of understanding of safety and health responsibilities played a part in creating hazardous activities or conditions?

Has an incomplete or inaccurate understanding by management of its safety and health responsibilities played a part in the creation of hazardous activities or conditions?

The incident investigator in conjunction with the incident analysis management program manager and other senior personnel will review the findings and develop a plan to prevent a reoccurrence.

The new safety procedures will be conveyed to the employees and monitored through our regular job site inspection program.

Robert Evans
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Program Manager