
Accident/Incident Investigation Procedure

University of Tampa Personnel

Effective August 2018



1. PURPOSE AND SCOPE

The Accident/Incident Investigation process will determine the causal factors that contributed to a noted event by examining all relevant deficiencies that permitted the accident to occur. The outcome of the investigation is to provide corrective and alternative actions to eliminate or reduce the probability of recurrence. This approach to accident investigation will reduce the probability of accident recurrence and provide valuable data concerning accident prevention.

All accidents and potentially serious incidents should be investigated. The causes of minor injuries or potentially serious incidents, if not corrected, may later result in serious injury and/or property damage. The types of accidents and incidents that should be investigated include, but are not limited to, the following:

- Injuries requiring medical treatment
- An injury requiring First Aid (where management deems appropriate)
- Occupational illness
- Incidents with potential for injury or property damage
- Significant property damage

1.1 APPLICABLE

This document is intended for all University of Tampa personnel. Students and visitors must report all accidents or incidents to Security at ~~8537777~~

1.2 REGULATORY STANDARD

29 Code of Federal Regulations [CFR] 1904 - Recording and Reporting Occupational Injuries and Illnesses.

1.3 DEFINITIONS

Accident -- An unplanned, undesired event that results in personal injury or property damage. For the purposes of this procedure, the terms "accident" and "incident" will be interchangeable.

Incident -- An unplanned event whereby property is damaged or a "near miss" occurs that could have resulted in someone being injured and/or property damaged.

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- x Blocked fire extinguisher
- x Defective equipment
- x Environmental hazards
- x Hazardous method or procedure
- x Inadequate guarding
- x Poor housekeeping

This definition from OSHA is explicit about describing the circumstances that led to the incident, without rendering a judgment on the person(s) involved in the incident. Any judgment is deferred until the end of the investigation report and corrective action(s) identified by those charged with investigating the incident.

Causal factors -- Events, situations, and conditions that contribute to an accident or incident in the workplace.

Witness(es)- are a valuable resource that often provides an alternative perspective into the contributing factors to an incident. All witnesses should be interviewed individually, and should be interviewed in the same manner as the injured employee(s).

2. RESPONSIBILITIES

Whoever is closest in supervisory capacity (i.e. principal investigator, department ((teTJ 8 Tza3

biological safety officer (CHBO) has this lead role. If this leadership is not clear following an incident, both of these individuals will work collaboratively to decide with whom this leadership responsibility falls upon. Whoever is in the lead role here will keep senior staff apprised on the status of an investigation.

2.1 THE INVESTIGATION TEAM

The investigation team should include both management and non-management employees, at the initiative of and determined by the UT HR Director or CHBO (as defined above). Typically, investigations will be initiated by the immediate manager of the injured employee. If no one is injured or there is a "near miss", the manager of the area in which the incident occurred should initiate completing and submitting the accident/incident reporting form.

3. IMMEDIATE ACTIONS FOLLOWING INCIDENT

The safety and health of employees, visitors, and the public must be the primary concern immediately after an accident occurs. Immediate actions are interim measures used to prevent further conflict or injury. The following steps must be the first response to an accident:

- x Take all steps necessary to provide emergency rescue and medical help for the injured; and
- x Take all actions necessary to prevent or minimize the risk of further accidents, injury, or property damage.

Most accidents will require one or more of the following immediate actions:

- x Securing, barricading, cordoning off, or otherwise isolating employees from the vicinity of the accident;
- x Shutting down power sources to equipment that could cause further harm;
- x Collecting straying or perishable evidence

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x Photographs or video of scene and surroundings; and

x

If an unsafe condition exists, leadership of the investigation team will make recommendation(s) for corrective action(s) . When analyzing evidence it must be remembered that no one element stands alone. Each of the elements (people, equipment, material, or working environment) must be analyzed with regard to their relationship to one another.

7. RECOMMENDATIONS

The accident investigation team should make recommendations to prevent an incident recurrence. The scope of recommendations for immediate and long-range remedies may apply to a particular situation or job or to the entire site.

Recommendations should include the following:

- x The name of the person responsible for implementing action;
- x The target date for completion;
- x Items that are feasible and practical; and
- x A statement explaining by what mode or means UT management will resolve the situation.

8. ACCIDENT/INCIDENT INVESTIGATION REPORT

301) Supplementary Report or First Report of Injury. All questions on this form should be answered. If an answer is not available, or the question does not apply, indicate "N/A." Answers should be complete and specific. Remember, the accuracy and thoroughness of the report will determine the quality and effectiveness of the corrective action.

9. COMMUNICATING INVESTIGATION RESULTS

After the incident or accident investigation has been completed, all involved in the investigation will be provided knowledge of the outcome of the investigation for the purpose of reducing the likelihood of the incident/accident being repeated. All employees in the area where the injury occurred and employees in similar operating areas or exposures should be informed of the important report details. Important subjects to be communicated to employees include: all relevant facts, basic causes, lessons to be learned, and corrective action recommendations.

FORM 1 - ACCIDENT/INCIDENT INVESTIGATION REPORT

Witness Account of Incident		
Witness Signature		Date
Manager/Instructor Account of Incident		
Manager/Instructor Signature		Date
Supervisor at Time of Accident:	<input type="checkbox"/> Directly Supervised	<input type="checkbox"/> Indirectly Supervised
	<input type="checkbox"/> Not Supervised	<input type="checkbox"/> Supervision Not Feasible
C O R R E C T I V E A C T I O N S		
CASUAL FACTORS, EVENTS & CONDITIONS THAT CONTRIBUTED TO THE ACCIDENT:		
Corrective Actions: Those that have been or will be taken to prevent recurrence:		
Date Due:		
UT HR or CHBO REVIEW		
Approved by:	Title:	Date
		Case Number: