

Board Policy
429

**Accident Investigation
Program**



Adopted: 10-30-2020

Revised:

I. PURPOSE

The purpose of the East Range Academy Accident Investigation Program is to investigate all accidents and near misses, to identify the root cause(s) and develop corrective actions that can be taken to prevent future occurrences. Assigning blame to employees is not the purpose of this program.

II. SCOPE

East Range Academy strives to provide all employees and students with a safe and healthy school. This program is integrated into our written safety and health program and is a collaborative effort that includes all employees. The Program Administrator is responsible for the program's implementation, management and recordkeeping requirements.

A list of definitions is located in Appendix A.

III. PROGRAM RESPONSIBILITIES

Administration is committed to the accident investigation process and supports the efforts of the Program Administrator by pledging financial and leadership support for the investigation of accidents and near miss events. Administration supports an effective accident reporting system and responds promptly to all reports. Administration regularly communicates with employees about the program.

Program Administrator. The Accident Investigation Program Administrator reports directly to the Board and is responsible for this policy and program. All evaluations, investigations, training and recommended solutions are coordinated under the direction of the Program Administrator in collaboration with administration. The Program Administrator monitors the results of the program and determines additional areas of focus that are needed. The Program Administrator also:

- Ensures supervisors and employees are properly trained to conduct accident investigations
- Ensures a system is in place for employees to report accidents and near misses
- Ensures accurate records are maintained and provides documentation upon request
- Follows up on all corrective actions suggested during the accident investigation process
- Ensures approved corrective actions are implemented in a timely manner
- Conducts an annual review of the program

Employees. Every East Range Academy employee is responsible for conducting himself/herself in accordance with this policy and program. All employees will:

- Attend accident and near miss reporting training
- Report all accidents and near misses as soon as possible to their supervisor, but no longer than two hours after the time of the incident

IV. REPORTING

All employees are required to report any accident or near miss to their immediate supervisor within two hours of the incident. The Accident Investigation Report Form (see Appendix D) is to be used by the supervisor to document the details of an accident or near miss and any proposed corrective action(s) for future prevention. Supervisors/Managers are to begin the accident investigation process within 24 hours of the initial incident. A copy of the initial report is to be forwarded to the Program Administrator within 48 hours of an accident or near miss.

V. EVENT RECONSTRUCTION

Interviews. Within 24 hours, the Operations Manager will begin interviewing employees who were involved or in close proximity to the incident, or who are familiar with the related process or work practices. All individuals will be interviewed separately. A minimum of two people must be interviewed for any accident or near miss reported.

Event Timeline. An event timeline will be developed for each reported accident or near miss. This timeline will start with the accident or near miss and be developed in reverse using information obtained from the interviews. Each task, event and employee decision that took place are to be added to the timeline. Also, the timeline will include all physical and emotional conditions known at the time of each action, event or decision along with the employee's knowledge, motivation, goals and focus at the time of any action, event or decision.

Identifying Root Cause(s). After the timeline has been established, the investigator(s) will identify the root cause(s) that contributed to the accident or near miss.

Recommending Specific Solution(s). After the root causes are identified, corrective actions will be identified to reduce or eliminate those hazardous conditions. The Operations Manager and employees will develop and propose specific improvements that are operationally feasible.

When selecting and recommending these corrective actions, possible solutions will be prioritized using the following hierarchy. In this hierarchy of hazard control, the most desirable solutions come from the first level, with the following levels offering increasingly fewer desirable options.

1. Elimination – eliminating the hazard from the workplace
2. Substitution – replacing a hazardous substance or activity with a less hazardous one
3. Engineering controls – providing guards, ventilation or other equipment to control the hazard

4. Administrative controls – developing policies and procedures for safe work practices
5. Personal protective equipment – using respirators, earplugs, safety glasses, etc.

Recommended corrective actions will come from the highest possible level of the hierarchy of hazard control.

Monitoring Changes. Once implemented, corrective actions will be monitored for effectiveness, to verify that net risk is not increased and to determine that the root cause of the incident has been eliminated or reduced.

VI. EMPLOYEE AND SUPERVISOR TRAINING

New and previously untrained employees will receive training about this program and how it will be applied when investigating near misses and accidents. Employees and supervisors will receive refresher training at least every year.

The minimum training for all employees will include the following elements:

- An explanation of the Accident Investigation Program and their role in it
- An emphasis on the importance and method of prompt reporting of accidents and near misses
- Review of the accident investigation form, with emphasis on determining contributing factors and corrective actions

VII. PERIODIC PROGRAM REVIEW

At least annually, the Program Administrator will conduct a program review to assess the progress and success of the program. The review will consider the following:

- Evaluation of all training programs and records
- The need for retraining employees
- The length of time between accidents, investigations and implementation of corrective actions
- The program's success based upon comparison to previous years, using the following criteria:
 - Frequency of accidents and near misses
 - Frequency of workers' compensation claims
 - Insurance carrier's loss analysis
 - Employee feedback through direct interviews, walk-through observations, written surveys and questionnaires and reevaluations

The annual review report will be submitted to The Board using the form in Appendix B.

VIII. RECORD RETENTION

East Range Academy will maintain the information from accident investigations and training records for seven years. All accident investigation records will be kept by the Program Administrator.

Appendix A: Definitions

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

Administrative (or Work Practice) Controls – Procedures that are used to reduce the duration, frequency or severity of exposure to a hazard. These may include work methods training, job rotation and gradual introduction to work.

Engineering Controls – A method of eliminating or reducing the quantity or severity of job risk factors by redesigning equipment, processes, tools and workstations.

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

Personal Protective Equipment (PPE) – Gloves, kneepads and other equipment worn by employees that may help reduce hazards until other controls can be implemented, or to supplement existing controls.

Root Cause – A condition that contributes to an incident or near miss. They are not always obvious, and may include items like lack of training, poor safety leadership, lack of rule enforcement or poor safety procedures.

Appendix B: Annual Evaluation Report

Date of Evaluation:	Evaluated By (list all present):
Written Program Reviewed: Yes No	
Do completed accident investigation records indicate a need for additional manager, supervisor or employee training on the accident investigation program? Yes No	
<p>Is there any record of excessive time between:</p> <p>1. An accident and completion of the accident investigation?</p> <p> Yes No</p> <p>2. Determining corrective actions and implementation of those controls?</p> <p> Yes No</p> <p>3. The beginning and completion of implementation of controls?</p> <p> Yes No</p> <p>If yes, what corrective action is needed?</p>	
The following content was added/modified/removed from the written program:	
Comments:	

Appendix C: Accident Investigation and Reporting Training Record

The following individuals received training on the East Range Academy Accident Investigation Program.

Print Name	Sign Name

Print Instructor's Name	
Instructor's Signature	
Instructor's Title	
Date of Training	

Appendix D – Accident Investigation Report

Accident/Incident Information	
Name(s) of Injured Employee(s):	Date of Accident/Injury/Illness:
Work Area of Injured Employee(s):	Date Investigation Began:
Describe Nature of Accident, Injury or Illness:	
Part(s) of Body Affected:	
Describe Medical Treatment Administered:	
Witness Information	
Witness #1 Name:	Phone:
Witness's Description of Accident/Incident:	
Witness's Signature:	
Witness #2 Name:	Phone:
Witness's Description of Accident/Incident:	
Witness's Signature:	

Investigation Results		
List contributing factors/root causes:		
Was a mandatory safe work practice violated?	Yes	No
Was the unsafe condition, practice or protective equipment problem corrected immediately?	Yes	No
If no, what has been done to ensure correction?		
Do additional mandatory safe work practices need to be implemented?	Yes	No
If yes, please describe safe work practice:		
List corrective actions taken and date implemented:		
Signature of Investigator:	Date:	
Signature of Person Responsible for Corrective Actions:	Date:	