

ACCIDENT INVESTIGATION

WHEN A WORK-RELATED ACCIDENT OR ILLNESS OCCURS:

1. Have the supervisor complete Form WCSR “Supervisor’s Report of Work Injury,” using as much detail as possible. **For instructions and Form, refer to Section 3.** Refer to the following Accident Investigation excerpt on how to conduct an investigation.
2. Bring the accident up in the next safety meeting in order to identify any hazards and prevent a recurrence.
3. Re-evaluate the existing Form WPP-01 “Job Safety Analysis” (JSA) form for the task which was being performed at the time of the accident, and make revisions to prevent a recurrence. If there was no JSA form written prior to the incident, put one in place.

WHEN A “SERIOUS” ACCIDENT OR FATALITY OCCURS:

“**Serious injury or illness**” means any injury or illness occurring in a place of employment, or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation, or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

1. Notify CFSA’s Safety Department at 916 921-2213 as soon as possible. We can provide assistance with accident investigation at the scene, or help you by telephone to ensure that appropriate steps are taken.
2. Complete the Cal/OSHA Accident Notification Record form before calling Cal/OSHA in order to be able to give them useful information. **They must be notified within 8 hours of any fatality or serious accident.** Use attached list of Cal/OSHA telephone numbers in this section (behind Tab 4) to notify your nearest Cal/OSHA office. CFSA’s Safety Department will help you work with Cal/OSHA in the event that a citation is written.

Exhibits:

- Tab 1: Accident Investigation
- Tab 2: Form WPP-01 Job Safety Analysis
- Tab 3: Cal/OSHA Accident Notification Record
- Tab 4: List of Cal/OSHA telephone numbers
- Tab 5: OSHA 300 Form