Employee Accident Investigation and Injury Prevention

UW–System
Introduction
Our Safety Culture

- Our UW employees are very valuable!
- We want everyone to be safe and healthy at work and at home.
- Everyone must work together to assure safety on our campuses and prevent employee injuries.
Wisconsin Provides for Employee Safety!

Legal Requirements for Workplace Health and Safety
- Legal Responsibilities under WI State Statute 101.055
- Public Employee Safety and Health Notice (Department of Commerce)
- Governor’s Executive Order #194
- Wisconsin Administrative Code 32
Safety Matters but Injuries Do Happen!

- Thousands of accidents happen on our campuses each year. This means thousands of employees get injured each year!
- We need to work together to prevent accidents and injuries.
- Effective accident investigation helps prevent future injuries.
Employee Accident Reporting on our Campuses Needed Improvement!

- The employee accident reporting process was identified as “cumbersome”.
  - 4 Forms had to be filled out
  - Completing the paperwork took several days!
  - Submitting the paperwork to local Worker’s Compensation Coordinators took even longer!
  - Often times information was missing so additional follow up was needed causing further delays.

- Lateness of reporting was unacceptable!
  - Reporting deadlines required by the Wisconsin Division of Workforce Development were not being met and bills weren’t getting paid on time.
A “LEAN TEAM” was formed with representatives from several campuses to identify how this process could be improved.

Using sound principles for streamlining the process, the LEAN Team identified several action items.
1. Form Accident Reporting Teams (ART’s) on each campus along with backups. Having assigned backups is essential to the process so timely follow–up can occur.

2. Develop a training program for supervisors employees and ART members.

3. Identify ways to consolidate reporting forms.
Employee Accident Reporting
Action Items

4. Improve online capability to access forms, resources, and completion of documents.

5. Streamline processes between campus worker’s comp coordinators and system claims examiners.
Training Topic: Employee Accident Reporting
The term “accident” can be defined as an unplanned event that interrupts the completion of an activity, and that may (or may not) include injury or property damage.
Employee Accident Reporting Process

- When an employee does get injured, it is important that the injury is reported as soon as possible so effective and efficient treatment and follow up can take place.
Reasons for Accident Investigation

- Reasons to investigate a workplace accident are:
  - Determine the cause of the accident and prevent similar accidents.
  - Identify where things can go wrong in a work process.
  - Correct unsafe acts and unsafe conditions.
  - Fulfill any legal requirements
  - Determine compliance with applicable safety regulations
  - Process worker’s compensation claims
In the 1930’s, W. W. Heinrich wrote the first book on loss control. He said that for every 330 accidents, there are 300 no-injury incidents, 29 minor accidents, and one major accident.

That’s why it’s important to investigate all accidents or incidents – even if no one was injured!
Reactive vs. Proactive

- Reactive Approach – only investigate accidents that cause an injury.
- Proactive Approach – investigate all near misses, incidents, and accidents.
- To move from a reactive approach (after the fact) to a proactive approach (prevention), all incidents must be reported and analyzed.

A close call is a call for action!
We will use a team approach to employee accident investigations.

The team will be called the “Accident Response Team” or “ART”.

- Suggested Team Members:
  - Injured or involved employee
  - Supervisor of the employee (or back-up)
  - Safety Coordinator and/or Worker’s Comp Coordinator
  - Union Representative (if applicable)
The Accident Response Team will:

- Gather and begin to investigate within 24 hours
- Look at a variety of causes for the accident. Rarely is an accident due to a single cause.
- Possible categories for accident causes are:
The ART will go through the following steps to investigate an employee accident and work toward preventing future accidents:

- Investigate the accident
- Identify the causes
- Report the findings and complete paperwork
- Develop a plan for corrective action
- Work with the employee and the supervisor to implement the plan and communicate with others who may benefit
ART, continued........

- Investigating the employee accident will incorporate the use of six key questions to complete the report:
  - Who?
  - What?
  - When?
  - Where?
  - Why?
  - How?
Employee Responsibility

- Report all injuries and accidents to supervisor within one hour
  (A reportable injury is any injury occurring to an employee while performing services growing out of and incidental to his or her employment.)
- Inform medical provider that the injury is work related
- Complete and submit injury report forms within 24 hours. (The ART will help with this process.)
- Assure time sheet is completed accurately especially when on restricted or lost time
Employee’s Work Injury and Illness Report
UWS/OSLP–1Emp (03/02)

The employee completes this form and submits it to his or her supervisor within 24 hours.
Injury Report Form #2

- Employer First Report of Injury
  WKC-12-E

The employee just has to fill out the first section and submit to his or her supervisor.
**Injury Report Form #3**

- Supervisor’s Accident Analysis and Prevention Report
  UWS/OSLP-2 (2/98)

The supervisor completes this form.

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### Supervisor’s Accident Analysis and Prevention Report

**State of Wisconsin**

**University of Wisconsin System**

**UW-System**

**UWS/OSLP-2 (2/98)**

**SUPERVISOR’S ACCIDENT ANALYSIS AND PREVENTION REPORT**

**SUPERVISOR’S REPORT**

**INSTRUCTIONS:**
1. Within 24 hours of notice of the accident, complete this report.
2. Send report to the Worker’s Compensation Coordinator.
3. If you were not present at the time of injury, interview the employee.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Social Security Number</th>
<th>Job Classification</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Department Name and Location</th>
<th>Work Unit</th>
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<table>
<thead>
<tr>
<th>Date of Accident</th>
<th>Time of Accident</th>
<th>Date injury reported</th>
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**ACCIDENT DESCRIPTIONS:** From your analysis, describe in detail the action, occurrence or event that resulted in the accident. Identify the exact location where the accident took place: Repetitive activities, lifting or material handling, exposure to chemicals, push, pull or slip and fall, etc. If equipment related, was it defective? Could it be modified to prevent further injuries? Were safety procedures followed? Have employee’s job duties changed recently? If so please explain.

Safety devices or other equipment in use at time of accident:

What action could be taken to prevent a similar accident?

**Do you agree with the employee’s account of the accident?**

- [ ] Yes
- [ ] No

**Has the employee ever reported any previous physical condition(s) associated with work or non-work activities (second job, sports, etc.) that could be related to or aggravated by this injury?**

- [ ] Yes
- [ ] No

If YES, please explain ________________________________
Injury Report Form #4

- Safety Coordinator’s Report

- This report will be completed during the analysis process with the Accident Response Team (ART).

- It is an important report because it will detail the follow up actions needed to prevent further injuries.
The employee and the supervisor will meet with the Accident Reporting Team (ART) to complete all paperwork.

The goal is to have the group meet to do this within 24 hours of the accident.

The paperwork will then be submitted to the Worker’s Compensation Coordinator for the campus.

This will help us attain the goal of meeting all deadlines for submitting the required paperwork!
Please Note:

- One of the action items from the LEAN Process was to consolidate Worker’s Compensation forms.
- There is a team assigned to work on this but we don’t anticipate this will be a short process.
- Please continue to use all 4 forms when reporting and analyzing accidents and injuries.
Lost time injuries

- Time sheets need to be filled out accurately when lost time injuries occur.
- If additional help is needed, contact your supervisor or the Worker’s Compensation Coordinator to determine the most accurate entries for your time sheet.
Supervisor Responsibility

- Assures employees receive proper training and are following safety procedures.
- Calls the ART members together within 24 hours after an accident. (Assures back up is designated to do this in his/her absence.)
- Completes and submits all paperwork.
- Follows up as needed on behalf of the injured employee.
- Implements action items as identified by the ART members.
Early Return-to-Work Program

- Studies have shown that getting back into the workplace after an injury helps with healing and emotional support.
- Benefits to an early return to work program are:
  - Focus on the injured employee's abilities rather than disabilities
  - Facilitate the transition from temporary job assignments to full-time work
  - Decrease the number of lost work days to maintain productivity
  - Increase the employee's morale and motivation to return to and remain at work
- Contact your supervisor to see if your campus has an early return-to-work program.
Preventing Future Injuries

- Report all incidents and accidents
- Analyze near misses (near hits)
- Hazard Assessment
- Inspections
- Benchmarking
- Employee involvement
Conclusions

- We all need to work together and work safely each and every day.
- When employee accidents do happen we will use a team approach to analyzing the situation and developing follow-up actions.
- Completing paperwork accurately and on time will help us meet deadlines and assure payments are made on time.