The term “accident” can be defined as an unplanned event that interrupts the completion of an activity and causes personal injury or property damage. Oftentimes, when people hear the word “accident” they think the event was related to fate or chance. However, when the accident is analyzed it is found that the events were predictable and could have been prevented if the right actions were taken up front.

When accidents are analyzed, the emphasis should be on finding the root cause of the accident rather than finding fault. The purpose is really to find facts that can lead to actions which will prevent it from happening again. A "near miss" or "near hit" are words that are used to describe an event that could have caused harm but did not. These events should still be analyzed to determine the hazards that should be corrected.

The steps involved in an accident analysis process are:
* Report the accident to a designated person.
* Provide first aid and medical care to the injured person(s) and prevent further injuries or damage.
* Analyze the accident and identify the causes. Very seldom is there a single cause of an accident.
* Report the findings
* Develop a plan for corrective action.
* Implement the plan.
* Evaluate the effectiveness of the corrective action.

As little time as possible should be lost between the moment of an accident or near miss/near hit and the beginning of the analysis so conditions and memories are fresh in people's minds.

Causes can sometimes be identified in 5 general categories:
* Tasks
* Materials
* Environment
* Personnel
* Management

Over time, trends develop and additional corrective actions can be identified around those trends. Prevention is the key reason for analyzing accidents. Eliminating the possibility of the event not happening again will go along way to providing a safe and healthy work environment for employees.

### August — Accident Analysis

**What is an accident and why should it be analyzed?**

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### 2010 Injuries at UWRF

So far in 2010, we have experienced 20 employee injuries. The breakdown is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Struck by an object</td>
<td>8</td>
<td>Facilities – 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Faculty/Office - 2</td>
</tr>
<tr>
<td>Slip, trip or fall</td>
<td>10</td>
<td>Facilities – 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Affairs – 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IT – 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Faculty/Office - 3</td>
</tr>
<tr>
<td>Lifting</td>
<td>1</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Animal Handling</td>
<td>1</td>
<td>Lab Farms</td>
</tr>
</tbody>
</table>

### MARK YOUR CALENDARS!

**Furlough Day**
Monday, August 23rd

**Student Worker Safety Training**

**Training Date and Times:**
Tuesday, August 24th
2:30—3:30 p.m.
Res Life Safety Training
3:30—4:00 p.m.
Fire Extinguisher Training for Res Life (Stratton Hall Parking Lot)

**Upcoming Safety Training**

Fire Prevention and Fire Extinguisher Training
Tuesday, September 21st
10:00 a.m. and 1:00 p.m.
Meet in the parking lot outside the Facilities Building

Fire Drills—Week of September 20th

AED and Basic First Aid Training
Tuesday, October 19th
10:00 a.m. and 1:00 p.m.
321 St. Croix Room—UC