

# INVESTIGATION OF ACCIDENTS, INJURIES AND ILLNESSES



## I. Purpose

Investigations are conducted to find out the cause of accidents, injuries and illnesses, and to prevent similar events from happening in the future. Thorough investigations may uncover unsafe conditions, the need for new or more extensive safety training, poor procedures, or unsafe work practices. The goal is to uncover underlying factors that may have led to the incident or near miss, not to assign blame.

## II. Background Information

<b>Date and Time of the Accident</b>	
<b>Location</b>	
<b>Injured Worker/s</b> <i>(include names and titles)</i>	
<b>Witnesses (if any)</b> <i>(include names and titles)</i>	

## III. Description of What Happened

Include the sequence of events. Attach any photos, drawings, or other information. Use additional pages, if needed.

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#### IV. Underlying Causes/Factors: Why Did it Happen?

Underlying factors are conditions in the workplace that may have contributed to the event. Describe any problems in the following areas:

- **Equipment/tools/materials:** (broken, defective or unguarded machinery/tools/ladders, etc.)

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- **Work Environment:** (extreme temperatures/weather, mud, animals, etc.)

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- **Tasks/Procedures:** (work overload, work pace, pressure, inadequate procedures, repetitive activities, conflicts between policy and practices, etc.)

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- **Management/Organizational Systems:** inadequate training programs, understaffing, lack of preventive maintenance, no clear safety program, etc.)

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- **Individual Factors:** (lack of experience, fatigue, stress, lack of training, etc.)

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**V. What can be done to eliminate or reduce the possibility of a recurrence?**

Action(s) to be Taken	Person Responsible	Anticipated Completion Date	Date Completed

# HAZARD ASSESSMENT CHECKLIST



## Sample Safety Inspection Checklist

Workplace: \_\_\_\_\_

Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Each "No" answer may indicate a problem.

**Yes No**

### GENERAL WORKPLACE ISSUES

 

Is the Cal/OSHA poster Safety and Health Protection on the Job displayed in a location where all workers are likely to see it?

 

Do you have a written, effective Injury and Illness Prevention Program (IIPP)?

 

Does everyone know who is responsible for the IIPP in the worksite?

 

Have all workers received health and safety training in a manner and language all of them understand?

 

Where workers do not understand English, are safety instructions and warnings presented in a language the workers understand?

 

Is there someone in the worksite trained in first aid and CPR? (At least 1 trained worker for every 20 workers) Who? \_\_\_\_\_

 

Are adequate first-aid materials immediately available in the field?

 

At remote locations, are provisions made in advance for prompt medical attention?

 

Is there a written Emergency Action Plan and have all workers been trained in what to do during an emergency?

 

Are the required records and documentation being kept?

 

Have arrangements been made to maintain required records for the legal period of time?

 

Is there a fire prevention plan?



## HAZARD ASSESSMENT CHECKLIST

Yes No

### CHEMICAL HAZARDS

- Are chemicals (including pesticides, solvents, and cleaning products) properly labeled and stored?
- Is there a list of the hazardous substances used in the workplace?
- Is there a written hazard communication program that contains an inventory of chemicals used or stored at the worksite; that states that Safety Data Sheets (SDS) are collected for each chemical; that explains that all chemical containers are labeled; and that describes the training provided to workers about the chemicals being used?
- Have SDSs been obtained for all the chemicals (including pesticides) used at your workplace?
- Are employees told where the SDSs on chemicals are kept?
- Has monitoring been done to make sure exposure levels are within legal limits?
- Are records of monitoring results available to all workers?
- Has annual training been conducted for all employees who use chemicals?
- Are workers aware of the hazards involved with the various chemicals they may be exposed to in their work environment?
- Are safety precautions as required by Title 3, Article 23 of the California Code of Regulations followed when using aircraft for crop dusting and spraying?
- Are safe work practices followed when using applicator rigs and vessels containing fertilizer, insecticide, pesticide and other chemical solutions of a hazardous nature?
- Are there eye wash facilities and a quick drench shower within the work area where workers are exposed to hazardous substances?
- Are machines, aircraft or applicators decontaminated in a safe area before they are over hauled or placed in storage?
- Is each container for a hazardous substance labeled with the name of the product and a hazard warning?

**Yes No FIELD SANITATION, BIOLOGICAL HAZARDS, AND HOUSEKEEPING**

- Is potable water provided and placed in locations readily accessible to all workers during working hours?
- Is potable water for drinking dispensed in single use drinking cups or by fountains, and is the water fresh, pure and suitably cool?
- Are adequate toilet and hand-washing facilities available? This means that there is a toilet and hand-washing facility for every 20 employees of each sex located within a quarter-mile walk, or, if not feasible, at the closest point of vehicular access.
- Are restrooms kept clean and sanitary?
- Are there clean eating areas where there is no exposure to toxic substances?

**Yes No MACHINERY AND MECHANICAL SAFETY**

- Is all agricultural equipment properly guarded to prevent accidental contact by workers?
- Are safe practices for operating agricultural equipment, including procedures for cleaning, repairing, servicing and adjusting, being followed?
- Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked, or locked-out during cleaning, servicing, adjusting or setting-up operations?
- Is there an effective signaling device installed on the towed equipment whenever mobile farm equipment is towed by a tractor or truck that can stop the towing equipment in case of an emergency?
- Do machines have guards on them?
- Have employees been trained on how to work safely around machines?
- Do workers know how to turn off machines in an emergency?
- Are safe work practices being followed during operation of machinery?
- Are emergency cut-off switches easily located and identified, and do workers know where they are?
- Are workers made aware of the hazards caused by faulty hand tools?
- Are portable screw conveyors located seven feet or less above the work level substantially covered or guarded?
- Are augers guarded with either grating type guards or solid baffle style covers?



## HAZARD ASSESSMENT CHECKLIST

### Yes No LADDERS AND FALL PROTECTION

- Are the appropriate ladders for the job available and in good condition?
- Are the ladders inspected before each use?
- Have workers been trained in ladder safety as needed?
- Are workers instructed not to use the top 2 steps of the ladders as a step?
- Are ladders, steps, or other suitable climbing means provided where and when workers are required to work in or about farm structures such as permanent pools, ponds, water tanks, or reservoirs 4 feet or more in actual depth and where the slope and construction would make exit difficult?

### Yes No ELECTRICAL HAZARDS

- Have employees who use machinery been told how to recognize when a machine has been locked out and tagged (electrical power off, locked out and machine tagged)?
- Is there a procedure to inspect planted areas to determine workers are not at risk for electrical hazards due to high-voltage lines passing overhead.
- Are workers using tools or equipment that could come into contact with overhead high-voltage lines, instructed on how to work safely and maintain the appropriate clearance?

### Yes No PERSONAL PROTECTIVE EQUIPMENT

- Is personal protective equipment (PPE) provided as needed (coveralls, gloves, eye protection, respirators, earplugs, etc.)?
- Have workers using PPE been trained in its proper use?
- Is PPE cleaned, maintained and stored properly?
- Are multiple sizes of PPE available to fit different workers?
- If respirators are used, have workers been fit-tested and trained in the elements of the written Respiratory Protection Program?



**Yes No HEAT HAZARDS**

- Are workers being trained on all the elements required by the Cal/OSHA Heat Illness Prevention Standard (Title 8, Section 3395)?
- Do you allow workers a time for acclimatization?
- Do you have a plan for emergencies?
- Do workers know who is in charge in case of an emergency?
- Do you have plenty of cool, fresh water for all workers (1 quart per hour, per worker)?
- Do you have shade available at all times?
- Do you train workers on what to do if they feel sick due to the heat?
- Do you have high-heat (95° F or more) procedures in place?

**Yes No ERGONOMIC HAZARDS**

- Can the work be done without twisting or overly bending the lower back?
- Can workers get help when lifting more than 30 pounds (as per NIOSH recommendations)?
- Have workers been trained in proper lifting methods?
- Are job tasks that require repetitive movements varied or rotated?
- Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?

**OTHER HAZARDS IN THE WORKPLACE**

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# HAZARD CORRECTION TRACKING FORM

AG TOOL 3

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Safety/Health Problem	Actions Needed	Anticipated Completion Date	Date Action Completed	Follow-up Needed (if any)



# EMPLOYEE SAFETY ORIENTATION CHECKLIST



## Instructions

Each worker should receive a safety orientation before beginning work. Please check each item that was covered at the orientation.

The employee (name) \_\_\_\_\_ has been:

	Informed about the elements of the company's written Illness and Injury Prevention Program.
	Informed about regular safety trainings.
	Told to immediately report all hazards to his/her supervisor and shown how to do it.
	Told to immediately report all injuries to his/her supervisor and shown how to do it.
	Informed about the following machinery hazards: (forklift, tractors, etc.).
	If under 16 years of age, instructed about prohibited duties. (Under California law, no worker under 16 may: handle or apply pesticides; drive, ride or assist in operating a tractor or forklift; drive a vehicle transporting passengers; use powered equipment; work on a ladder over 20 feet; or work inside a silo.)
	Informed of and trained on chemical hazards according to the Cal/OSHA Hazard Communication standard's training requirements, including what an SDS is, how to read a label, and what precautions to take.
	Trained on safe methods for performing the specific job the employee was assigned, including any hazards associated with that job, such as proper lifting, use of hand tools, spill clean-up, etc.
	Informed about all other potential hazards and how to protect themselves (heat, chemicals [including pesticides], ladders, machinery, etc.).
	Shown where the first aid supplies are located and whom to contact for first aid.
	Told what to do during any emergencies that might occur, such as heat illness, accidents, etc.
	Informed about the location of drinking water, toilets and hand washing facilities.

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# EMPLOYEE SAFETY ORIENTATION CHECKLIST



	Other (specify):

Notes/Follow-up needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Orientation conducted by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Injury and Illness Prevention Program

**Company/Organization Name and Address**

**Name and Contact Information for Individual Completing this Form**

## **RESPONSIBILITY FOR OUR IIPP** (Title 8 California Code of Regulations § 3203(a)(1))

Our workplace's Injury and Illness Prevention Program (IIPP) administrator is<sup>1</sup>:

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**IIPP Administrator's Name, Job Title, and Contact Information (business address, phone numbers)**

The responsibilities of our IIPP Administrator include (check all that apply):

- Preparing and updating our workplace's IIPP
- Implementing the provisions in our IIPP.
- Making sure accidents, injuries, illnesses and exposures in our workplace are investigated.
- Conducting regular workplace inspections for hazard identification.
- Taking action to mitigate identified hazards.
- Providing health and safety training to employees.
- Instituting a Health and Safety Committee
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, illnesses and general safety concerns.
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- All employees have been told who is in charge of health and safety in our workplace.

## **EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES** (Title 8 CCR §3203(a)(2))

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

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<sup>1</sup>This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

All of our permanent and intermittent workers, including supervisors and foremen, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices. <sup>1</sup>

- Informing employees of the provisions of our IIPP. <sup>1</sup>
- Recognizing employees who perform safe and healthful work practices.<sup>1</sup> This recognition is accomplished by: \_\_\_\_\_
- Fair and consistent disciplining of employees who fail to comply with safe and healthful work practices.<sup>1</sup> The following outlines our disciplinary process: \_\_\_\_\_
- Evaluating the safety performance of all employees.
- Providing training to employees whose safety performance is deficient.
- Other systems we have in place to ensure compliance with safety practices: \_\_\_\_\_

The responsibilities of all workers include the following checked practices:

- Reporting unsafe conditions, work practices or accidents to their supervisors or the site safety coordinator(s) immediately.
- Following safe work practices.
- Using appropriate personal protective equipment (PPE) as instructed by their supervisors.
- Other: \_\_\_\_\_

### **COMMUNICATION WITH EMPLOYEES ABOUT SAFETY** (Title 8 CCR §3203 (a)(3))

All supervisors are responsible for communicating with their all permanent and intermittent workers about occupational health and safety hazards and protections in a manner that is easily understandable by all employees. Our communication system encourages all workers to inform their supervisors about workplace hazards without fear of reprisal.

- We have a communication system that includes all of the following checked items:
  - New employee orientation including a discussion of safety and health policies and procedures and a review of our Injury and Illness Prevention Program. <sup>1</sup>
  - A system for employees to anonymously inform management about workplace hazards without fear of reprisal.<sup>1</sup> This system involves: \_\_\_\_\_
  - Posted or distributed safety information.<sup>1</sup>
  - A system to identify any intermittent worker with special communication needs, to ensure the worker understands the safety and health requirements before being assigned to duties exposing them to workplace hazards.

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<sup>1</sup>This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

- Regularly scheduled safety meetings. Our safety meetings are held on the following schedule: \_\_\_\_\_ Our safety meetings are held more frequently as deemed necessary by the creation of hazards or the occurrence of injuries and illnesses.
- Other methods we use to ensure communication with and involvement of employees include: \_\_\_\_\_
- Our workplace elects to use a labor/management health and safety committee to meet the communication requirements of the IIPP standard. As required, our committee meets regularly (at least quarterly), prepares written records of the safety and health committees' meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestions.

**HAZARD ASSESSMENT/INSPECTION** (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our worksite will be performed by the following individual(s): \_\_\_\_\_

Periodic inspections are always performed according to the following schedule:

- When we first established our Illness and Injury Prevention Program.<sup>1</sup>
- Whenever new substances, processes, procedures or equipment are introduced into our worksites that present potential new hazards.<sup>1</sup>
- Whenever new, previously unidentified hazards are recognized.<sup>1</sup>
- Whenever occupational injuries and illnesses occur.<sup>1</sup>
- Whenever workplace conditions warrant an inspection.<sup>1</sup>
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.<sup>1</sup>
- Other times: \_\_\_\_\_

**Injury and Illness Investigations** (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, injuries, illnesses and hazardous substance exposures will be conducted by: \_\_\_\_\_(name and job title)

Our procedures for investigating accidents, injuries and illnesses and hazardous substance exposures include:

- Visiting the scene as soon as possible and determining the cause (s) of the

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<sup>1</sup>This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

injury/illness.<sup>1</sup>

- Interviewing injured employees and witnesses.<sup>1</sup>
- Determining the cause(s) of the accident/exposure.<sup>1</sup>
- Taking corrective action to prevent the accident/exposure from reoccurring.<sup>1</sup>
- Investigating "near miss" incidents when they occur.
- Recording the findings and actions taken.
- Taking photos of the accident scene and the employee(s) involved.
- Other: \_\_\_\_\_

### **HAZARD CORRECTION** (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, including:

- When a hazard is observed or as soon as it is discovered.<sup>1</sup>
- When an imminent hazard exists which cannot be immediately corrected without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.<sup>1</sup>

We have plans/policies (which are attached) for addressing the following specific hazards we have identified in our workplace.

\_\_\_\_\_(list of hazards, for example, chemicals, noise, workplace violence, etc.)

- (Plans for addressing these hazards are attached.)

### **TRAINING AND INSTRUCTION** (Title 8 CCR § 3203(a)(7))

All permanent and intermittent workers, including supervisors, are provided training and instruction on general and job-specific safety and health practices. Training and instruction are provided according to the following schedule:

- When our IIPP was first established.<sup>1</sup>
- To all new employees.<sup>1</sup>
- To all employees given new job assignments for which training has not previously been provided.<sup>1</sup>
- Whenever new substances, processes, procedures, or equipment are introduced into our workplace and represent a new hazard.<sup>1</sup>
- Whenever anyone is made aware of a new or previously unrecognized hazard.<sup>1</sup>

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<sup>1</sup>This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.<sup>1</sup>
- To all employees about the hazards specific to each employee's job assignment.<sup>1</sup>
- Other: \_\_\_\_\_

We provide training to employees and supervisors on topics such as but not limited to: \_\_\_\_\_

The following is a description of how training is conducted: \_\_\_\_\_

Our workplace safety and health practices for intermittent workers include:

- Explanation of our IIPP program, emergency action and heat illness prevention plan.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Information about chemical hazards to which workers could be exposed and other hazards communication program information.<sup>1</sup>
- Availability of toilet, hand-washing and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- In addition, we train all workers about the checked applicable items found in the attached List of Training Subjects.

## **RECORDKEEPING AND DOCUMENTATION** (Title 8 CCR 3203 (b))

Our workplace has more than ten employees and so maintains the following records to help us effectively implement our IIPP: (If you have checked this box, the following documentation is required.)

Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices). These records are maintained for at least one (1) year.<sup>1</sup>

Documentation of our safety and health training for each worker, including their name, training date(s), types of training and the name(s) of our training provider(s).<sup>1</sup>

Our workplace has fewer than ten workers, including managers and supervisors, and so we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to their job assignments when they are first hired or assigned new duties.

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<sup>1</sup>This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

We are a local government entity (county, city district or other public agency) and are therefore not required to keep written records of the steps take to implement and maintain our IIPP.

The master copy of this IIPP can be found at: \_\_\_\_\_

Other copies of the IIPP can be found at: \_\_\_\_\_

### List of Training Topics

We train our workers about the following training subjects:

- Safe practices for operating any agricultural equipment, including procedures for cleaning, repairing and adjusting. <sup>1</sup>
- Electrical hazards. <sup>1</sup>
- Heat Illness Prevention. <sup>1</sup>
- Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for long periods at one time.
- Hazardous chemical exposures. <sup>1</sup>
- Guarding belts and pulleys, gears and sprockets and conveyor nip points.
- Lock-out/tag-out procedures.
- Other job-specific hazard (explain) \_\_\_\_\_

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<sup>1</sup>This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.