



WORKERS' COMPENSATION • PROPERTY • LIABILITY

ACCIDENT PREVENTION PLAN DEVELOPMENT GUIDE

*BUILDING THE FOUNDATION FOR A COMPREHENSIVE LOSS
PREVENTION, SAFETY, AND RISK MANAGEMENT PROGRAM*

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Plan Overview and Guide

An Accident Prevention Plan is a proactive process to help employers identify and address exposures before incidents involving employees or the general public

occur. Programs of this nature are effective means to reduce and eliminate injuries, accidents, exposures, and identify hazards; all of which will lead to improved claims and loss experience and, subsequently, lower costs for coverage. In addition, programs such as this can help transform the overall workplace culture with regard to safety, creating an atmosphere in which proactive, everyday risk management is the norm rather than the exception, and one which leads to improved employee morale, improved quality and productivity, and a generally safer environment for both employees and the general public.

Making the Case for Prevention

Workplace injuries and accidents cost Texas public entities millions of dollars each year. Worse yet are the emotional tolls on employees, families, and the organization. No one wants to experience the stresses associated with these tragic events. No city manager, chief, executive director, or general manager comes to work with the intention of having to meet with a widow(er) to share condolences. Moreover, imagine the burden of thinking about ways the incident could have been prevented and having to live with that each and every day. Why go through that without knowing you did something proactive to try and prevent it?

An Accident Prevention Plan should be viewed as an investment in the safety and health of your employees and the public you serve as well as an effort to preserve of the assets and resources of the organization. Improvements in productivity, effectiveness, efficiency, accountability, and the bottom line for the organization should also be realized. By mitigating claims, reducing the frequency and severity of losses, and preventing injuries and accidents, your entity can reduce the amount of contributions paid for coverage, leaving those funds available for other programs or projects.

Carefully consider the potential impact of a vehicle accident. Not only is the vehicle now out of service and needing repair, the employee could have experienced an injury that requires medical attention. In addition, perhaps there was another vehicle involved, which leads to personal injury and/or property-related damages. The entity's reputation also suffers. These costs stack up and increase the overall significance and severity of one accident.

“An ounce of prevention is worth a pound of cure.”

-Benjamin Franklin

About this Guide

The Texas Municipal League Intergovernmental Risk Pool recognizes that employers are focused on day-to-day operations and beginning a new project is often time consuming. This guide is designed to save time and effort in the process of developing the Accident Prevention Plan, while at the same time, creating a resource that is necessary and functional for public entities of all sizes.

Within this guide, the term “accident” will be used when referring to any undesirable or unfortunate happening that unintentionally occurs and usually results in harm, injury, damage, or loss. Examples of accidents include, but are not limited to, on-the-job injuries, potential events exposing the organization to liability, and vehicle collisions.

This guide provides ready-to-use samples of Accident Prevention Plan components and presents the basic mechanisms necessary for the development and implementation of an effective and efficient plan to address workplace injuries, illnesses, incidents (near misses), and accidents. *The purpose of the plan, and each subsequent component, is to define minimum guidelines and organizational expectations for the performance of each of the associated activities.* Each of these components is important and provides the minimum parameters and foundation for a more comprehensive loss prevention, safety, and risk management program.

The Accident Prevention Plan is the precursor to a full-fledged safety program and should not be construed or confused as such. The components detailed within this guide will help develop the processes necessary to identify and resolve workplace hazards and exposures but do not detail job- or task-specific work practices or procedures. Those practices are important to the overall safety program within the organization and can be addressed later, but do not play a primary role in the Accident Prevention Plan.

Goals

An effective Accident Prevention Plan will:

- Increase involvement and accountability of all employees, supervisors, and managers with regard to general risk management
- Identify, eliminate, mitigate, and/or control hazards and exposures (both current and potential) that create a risk to employers, employees, property, and the community

- Clearly identify expected roles of managers, supervisors, and employees with regard to risk management
- Reduce work-related accidents, incidents, illnesses, and injuries
- Increase awareness of the overall safe operation of all facilities
- Increase employee morale by creating an understanding that management is working to keep the workplace free from recognized hazards
- Positively impact the overall safety culture of the organization

These goals can only be realized as employees, supervisors, and management carry out each of the policy components, without hesitation or interruption, and with support and involvement from everyone.

Assessing Current Programs

While many entities do not have detailed, formal policies concentrated specifically for accident prevention, in some cases, policies and programs may already exist within your organization to address the recommended ideas brought forth in these components. It is important that you assess any current programs to determine any potential deficiencies and necessary improvements.

During the evaluation process, it will be important to ascertain how well any existing programs are working for your organization and whether updates, changes, and revisions are necessary. ***In many cases, the policy itself is not the problem, but rather the lack of involvement, support, and encouragement from management and supervisors to ensure the processes are being followed as designed.*** Regardless, it is important to review and revise any programs or simply follow the guide for direction in developing an Accident Prevention Plan.

In order to create a safe and healthy workplace where risk management is a vital aspect, it is important to assess current programs and policies and determine needs and direction. The following method is a one way to start this process:

Step 1

• **Evaluate your current accident prevention programs, policies, and practices**

- What is your accident rate?
- What types of accidents are most prevalent?
- What departments/operations experience the most accidents?
- What is your experience modifier?

Step 2

• **Identify what improvements or changes are needed to affect the desired change?**

- Establish safety goals
- Make changes in those areas that will have the most impact on the safety and health of your employees

Step 3

• **Determine how to best implement the improvements you identified in Step 2. How will you go about making those changes?**

- Revise current policies?
- Develop new policies?
- Individual policies or a comprehensive program?

Step 4

• **Implement the policies/program, then measure results and improvement.**

- Complete the activities necessary to achieve the desired results for your program
- If the changes made do not have the desired impact, reassess and go back to Step 2.

Checklists

Checklists are found at the end of each Accident Prevention Plan component section. These checklists are designed to assist in the development of a new Accident Prevention Plan as well as the assessment of current accident prevention policies and components that might necessitate revision to become more effective.

Use the checklist to assess any current programs against the recommended items contained on the list. For any item checked "NO", it is recommended that you revise current policies or programs to address the deficiency identified.

Final Thoughts

Although every effort has been made to provide the most up-to-date, meaningful, and comprehensive plan components possible, the success of the program will depend on how the plan is implemented and managed following development. TMLIRP strongly encourages all entities to develop and follow the components contained within this guide as a means to help prevent and control injuries, accidents, losses, and claims within and against the entity. *It is suggested that these components be developed on an entity-wide basis, rather than independently within departments or operations.* This will allow a cohesiveness and continuity to develop and allow for everyone within the organization to work under the same policies. Individual departments can develop their own processes, procedures, or policies to meet the requirements of the components as long as the minimum expectations, parameters, and guidelines identified within the components are addressed and followed.

Should you require additional information or additional loss prevention assistance, please feel free to contact the TMLIRP Loss Prevention Department at (800) 537-6655, or contact your assigned Loss Prevention Representative directly. For additional loss prevention resources, training, and other information, please visit the Pool's website at www.tmlirp.org

Management Support

Management Involvement and Leadership

Regardless of scope, no accident prevention plan will function effectively without the full support and cooperation of the chief executive (i.e., City Manager, General Manager, Executive Director, etc.). In order to help develop and sustain this support, it is imperative that management understand the overall hazards, exposures, and needs of the organization with regard to accident, injury, and loss prevention as well as the importance of performing tasks “by the book” rather than something deemed more efficient, although potentially less safe. Not only should management immerse itself in the process from the beginning, its inclusion should endure through encouragement, enforcement, accountability, culture, and discipline as each of these is necessary to help maintain a balance of acceptable practices and operations.

Management should also be involved in all aspects of accident prevention and risk management, from policy development and oversight to enforcement and support. Inherently, employees look to supervisors and management for guidance, and when employees feel management is truly engaged in the process, they too will become more engaged and participate. Unfortunately, the same holds true when the levels of involvement and participation wane, so it is extremely important to maintain support and involvement at all levels.

In order to ensure and demonstrate active participation in the accident prevention process, specific actions, including, but not limited to the following, should occur:

- Designate a “responsible person” for the overall development, implementation, and management responsibilities of the program
- Issue a written statement regarding workplace safety and accident prevention policies
- Provide realistic allocations of time and money for safety equipment and training
- Assign responsibility and authority for implementing and enforcing the Accident Prevention Plan components
- React promptly and accordingly to recommendations brought forth by employees, supervisors, committees, and others resulting from suggestions, complaints, or other results of the Accident Prevention Plan components

- Attend and participate in safety meetings and training
- Develop loss prevention goals for the organization and within each department and/or operation and define the actions needed to accomplish the goals

Organizational Culture

Accident prevention should be a part of everyday operations within the organization and not simply something to do in addition to the normal functions or duties of the job. Continually developing an organizational culture where working safely is the norm is crucial to the success of any risk management process, including workplace safety, mitigating losses, and identifying exposures. Culture is constantly developed and shaped by the acts of management, department heads, supervisors, crew leaders, and employees alike.

Culture is not something that can change overnight. Therefore, the implementation of a policy or procedure will not immediately affect or change behavior until employees feel the changes are part of the operations and an expectation of management. Additionally, culture cannot be dictated; it is an ongoing process that requires the time and willingness of all those involved to transform and move in the necessary direction. Culture is an ever-changing state that demands continual support, leadership, guidance, and involvement of the organization's policy makers and leaders. Once the desired culture and atmosphere is instilled and well-established, it is important that the organization continue advancing to help guide the culture for future generations of employees. Success will be achieved at such time that safety and loss prevention are engrained in the attitudes and behaviors of all employees, and that function is viewed as the norm, rather than a dreaded task, extra undertaking, or unnecessary responsibility.

Establishing Accident Prevention Goals

An Accident Prevention Plan is more likely to achieve the desired results when minimum expectations, parameters, and goals have been clearly established by management and communicated to all affected parties. Goals help provide guidance and focus for specific tasks or work to be completed as the program is developed. Goals should be clearly stated, realistic, measureable, timely, and identify responsible parties. Action plans for each goal should also be developed and should detail the direction and tasks to be completed for attaining goals.

Written Statement of Safety Policy

A statement to propagate management and employee awareness and involvement should be developed. This should include detailed information regarding communications between ranks, management and supervisory commitments, and intentions regarding safety and accident prevention.

The statement should be signed and communicated by the chief executive to all employees and placed in a visible location and within other policies and procedures as a reference and reminder.

Identifying Responsibilities

Ensuring that all roles and responsibilities with regard to safety and accident prevention are clearly defined is extremely important. This includes specific and individual responsibilities for management, supervisors, and employees.

In addition, management should identify and charge a person or persons within the organization as a “responsible person”. This person should have authority and accountability for various processes within the Accident Prevention Plan, including review, revision, and recommendation powers.

Consult with employees in developing and implementing the program and involve them in future evaluations, updates, reviews, and revisions of the program. Employees should also be included in other components of the process, including the hazard identification and corrective action process, inspections, and investigations. Employees should be made to feel free to report concerns, such as hazards, injuries, illnesses, and near misses as this will only help to improve the program and bolster effectiveness.

Safety/Accident Review Committees

Safety committees can be a very important part of an organization’s overall accident prevention, risk management, safety, and loss prevention program. Conversely, safety committees can also be an enormous waste of time and source of frustration for management if not properly implemented and managed. It is not uncommon for an organization to establish a committee only to have it “die” after a period of time due to lack of interest, loss of direction, lack of success, hostility, and failure of management to recognize its importance. Fortunately, this does not have to be the case.

If your organization would benefit from a committee, forming one is a possible first step in achieving the goal of providing a safe environment for employees and the general public. In addition, the committee can assist or lead the development or implementation of an Accident Prevention Plan.

So, how do you create a safety committee? Generally, membership should be voluntary. The committee should represent a mixture of departments/operations and should not be comprised solely of management or supervisory positions. Management may be the primary representatives on a committee as it is formed so that the authority of the committee is easily identifiable, but other employees should be rotated onto the committee as the functions evolve and become an integral part of the organization's operations. Employees at all levels should be involved as this will help bolster employee buy-in, improve the chances for acceptance, and, ultimately, positively affect behaviors and culture. The committee should have a chairperson, usually a person with authority to delegate responsibility. Minutes should be maintained for all meetings to document attendance, ongoing projects, and what has been completed.

The goals of the committee should generally include:

- The prevention of future, similar incidents
- Lowering the frequency and severity of injuries and accidents
- Maintaining a safe environment for employees and the community as a whole
- Involving and motivating employees at all levels to participate in the process

In order to help achieve these goals, the committee should:

- Have clearly identified functions, responsibilities, duties, and authority
- Serve as a review board for significant incidents
- Review and revise accident prevention and safety program components, as necessary
- Participate in an analysis and review of identified and potential trends
- Educate employees within their respective departments/operations on the potential hazards and exposures within the workplace
- Help develop orientation guidelines for new and/or transferring employees

- Meet regularly to assure the committee becomes a part of normal business practice and to avoid backlogs on assigned responsibilities

Disciplinary Action

In an effort to build program accountability, positively impact changes in behaviors, and positively affect the overall culture of the organization, it is sometimes necessary to discipline employees for failing to comply with established organizational policies and/or safety rules. It should be noted that employees should not be disciplined for experiencing a workers' compensation injury as this could be construed as retaliatory in nature. Disciplinary actions should only be taken for violations of policies, rules, or other established guidelines.

It is best to follow similar, established disciplinary policies, which generally include progressive steps designed to change behaviors. This might include:

- Coaching/counseling by the supervisor
- Verbal warnings/reprimands
- Refresher education and training
- Written warnings/reprimands
- Administrative leaves of absence
- Termination

Regardless of the type of disciplinary action being taken, all actions should be documented. Additionally, it is important to ensure all departments, operations, and staff are being held to the same standards and being disciplined accordingly and similarly for any failures or actions/inactions deemed as violations of organization standards.

Management Support Checklist

	Yes	No
Has a written policy statement of support for safety and accident prevention been developed and disseminated to all employees?		
Have responsibilities been clearly identified for all employees, supervisors, and management?		
Has a person/group been identified to oversee components of the Accident Prevention Program?		
Have processes been established to address employees that violate components of the Accident Prevention Plan?		

Has a policy been developed to address disciplinary actions for violations of the organization's risk management policies and procedures?

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Incident Reporting, Evaluation, and Investigation

Why should investigations be conducted?

Incidents don't just happen – they are caused by one or more contributing factors. First, find out what caused the incident. Then, develop a plan of action to eliminate or control the cause(s). Regardless of severity, all events should be assessed. Identifying and eliminating causes of even minor incidents can prevent potentially more serious accidents in the future.

What incidents and injuries should be included?

Although the entity will need to make a determination as to reporting criteria, it is strongly recommended that all accidents, incidents, and injuries be reported to the appropriate personnel, regardless of the extent of injury, severity, or significance of damage or loss. This is very important when reviewing for potential trends. It also represents a culture where employees have embraced the investigation and prevention of all incidents, not just those incidents that must be reported.

Management should also determine which events will require full assessments and investigations. This is likely to be determined by the type and severity of accident, injury, or incident. It is strongly recommended that all injuries, vehicle accidents, and incidents involving the public be investigated thoroughly to help identify potential preventative corrective actions.

Identify necessary reporting criteria and requirements

All events should be reported as soon as possible to the appropriate supervisor and/or other necessary personnel. Initially, this might include something as simple as a phone call, email, or text message to simply notify staff of the incident; however, initial and final investigation reports will be needed at some point.

Management should identify timelines for initial notifications as well as initial and final investigation reports. Most organizations require immediate notification of any incident and no later than 24 hours after the event occurred. Final investigation reports should be completed no later than 7 days after the incident occurred. ***Timelines for employee injuries should meet established reporting requirement timelines of the Texas Department of Insurance – Division of Workers' Compensation, as a minimum.***

When should incidents be evaluated and investigated?

Every effort should be made to investigate each event as soon as possible following notification. By waiting, facts may be forgotten and crucial evidence could be lost. Prompt investigations generally get the most thorough and useful information. Unless other circumstances prevent it, investigations should take place at the scene of the event.

Who should conduct investigations?

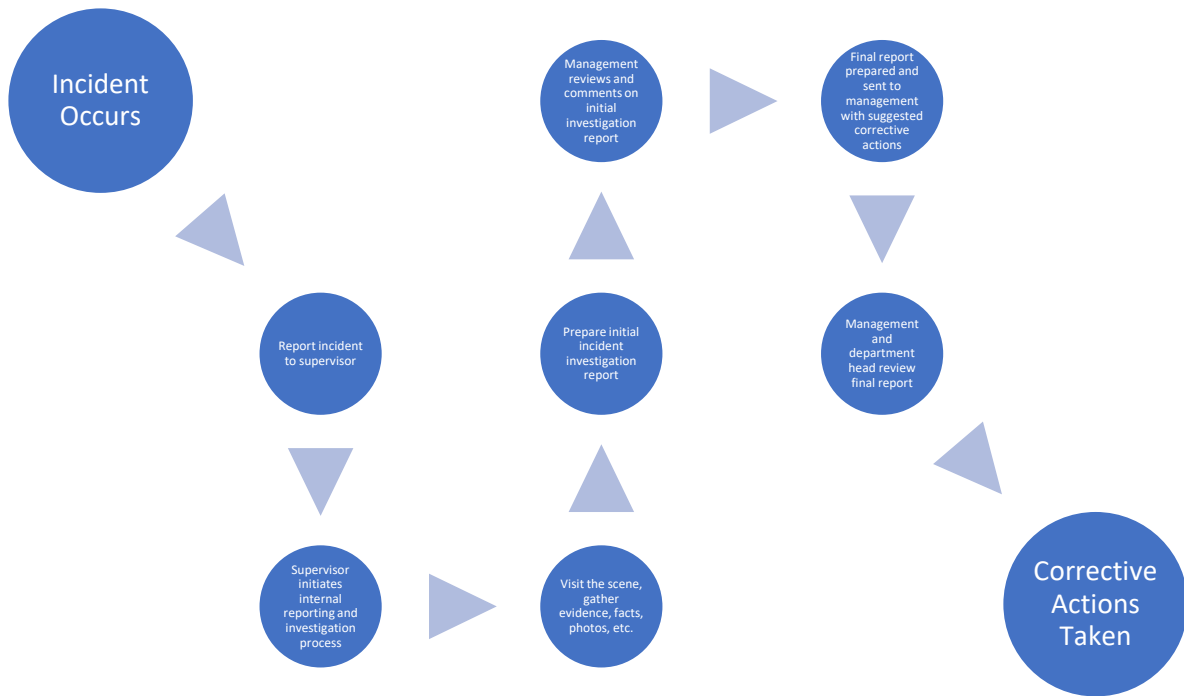
Ultimately, it will come down to management to determine the best person(s) to conduct assessments and investigations of incidents. In many cases, this might be the immediate supervisor and department manager with a predetermined staff member liaison or safety coordinator also participating. Supervisors, managers, and others who may be selected to assess and investigate incidents should be properly trained and understand their role.

How should investigations be conducted?

Effective incident investigations skills are developed over time and through experience. To begin, it is important to determine the Who, What, Where, When, Why, and How of the event.

Be objective. The goal is to prevent future, similar incidents from occurring and not just search for fault or blame. Discuss the event with the affected employee(s) and any witness(es). Compile all facts, no matter how small or inconsequential they seem at the time, as they may play a bigger part than you initially think.

After the initial investigation is reviewed and the final investigation report is rendered, it is important to follow-up with any recommended corrective actions and act accordingly. Do not wait for the same thing to happen again before corrective actions are taken.



Incident Reporting, Evaluation, and Investigation Checklist

	Yes	No
Have reporting requirements been clearly established?		
Have those responsible for conducting final investigations of accidents received training and guidance regarding the determination of causes and corrective actions?		
Have timelines for reporting been clearly identified and communicated?		
Have investigation forms been developed and provided to the appropriate staff conducting the investigation?		
Have the documentation requirements for this process been identified?		

Hazard Identification, Elimination, and Control

Educating employees and management as to the hazards and exposures that exist in the workplace at various job sites and facilities is imperative to the prevention of incidents, injuries, and other potential losses. Increased awareness will provide another layer of protection for employees against the various risks associated with their respective jobs and tasks.

A workplace inspection program is an excellent process for identifying and eliminating unsafe conditions as well as unsafe acts that may lead to incidents and injuries. Specific emphasis should be placed on potentially high-risk tasks and areas where incidents and injuries are known to occur. This allows the employees and supervisors to work together to evaluate conditions and create a safer workplace.

Why conduct inspections?

A well-planned program to identify and mitigate hazards and exposures helps you detect potential dangers before an incident occurs. This is also an excellent opportunity to involve employees at all levels and convince them of your concern for their wellbeing. Completed inspection forms can also serve as important supporting documentation when issues arise, such as lawsuits or claims against the entity.

When should inspections be conducted?

A periodic inspection schedule should be established by management to ensure all areas are reviewed regularly. Typically, vehicles and equipment should be inspected each day before they are used. Schedules for facility inspections may vary, depending upon the operations and exposures related to the structures. Public facilities and areas should be visually inspected each day of operation with more formal, documented assessments on a monthly basis.

What areas should be inspected?

Periodic inspections should be conducted for all facilities, work sites, vehicles, equipment, and property owned by the entity. Assessments for high-risk or high-exposure areas, such as jails, treatment plants, swimming pools, and playgrounds should be completed regularly and thoroughly documented, including any corrective actions needed and/or taken.

What kinds of things should be documented?

Typically, facility and worksite inspection forms should be developed for each specific area or operation being assessed as hazards and exposures may vary. For vehicles and equipment, standardized forms might suffice as these issues are typically more consistent.

Anything out of the ordinary, non-compliant, or sub-standard should be documented and necessary corrective actions should be identified. Corrective actions taken, the date such actions were taken, and by whom the actions were taken should also be captured.

Who should conduct inspections?

Inspections may be conducted by anyone familiar with the operation, including employees, supervisors, safety/risk management personnel, or managers. This is an excellent means to involve any or all levels of employees.

Employee Report of Unsafe Act or Condition

One of the best methods to help identify unsafe acts or conditions that occur or exist is for employees to communicate any witnessed unsafe acts or conditions they identify. This allows employees to report questionable actions or hazards they identify through the normal course of everyday work activities. These acts and conditions can be reported and discussed with supervisors to help evaluate and determine the best course of action for correction or elimination. Employee participation in this process should be strongly encouraged, with the understanding that employees and supervisors are a part of the solution to help build a safer workplace. This is a very critical facet of the hazard identification and elimination process and is strongly encouraged.

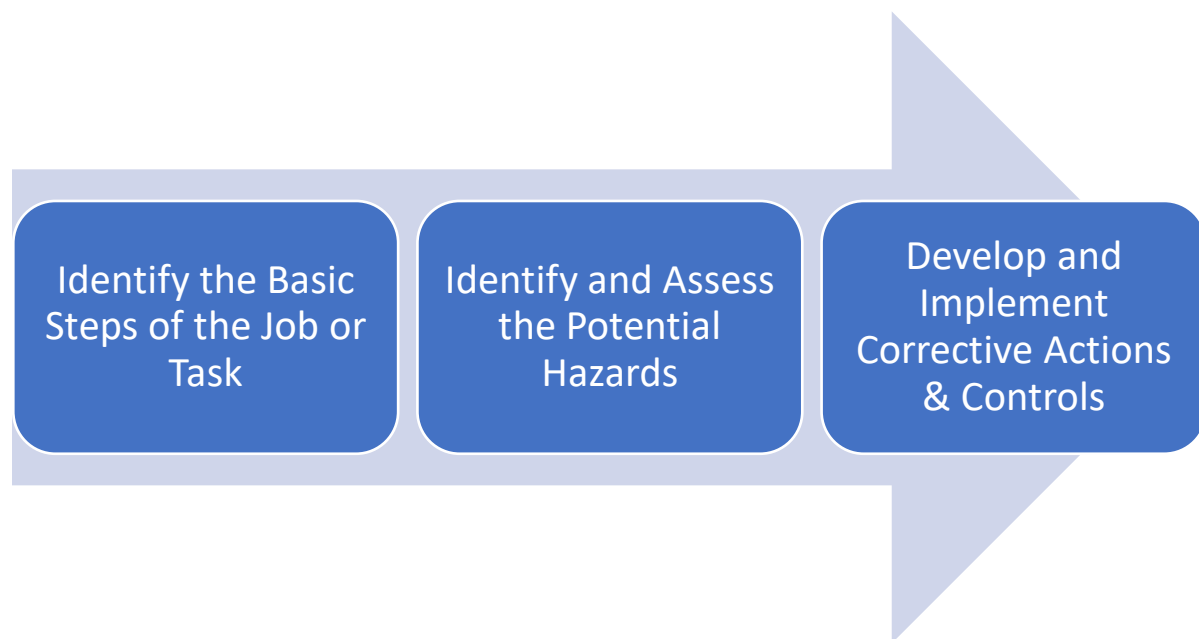
Once the unsafe act or condition has been identified and actions to correct, modify, eliminate, or otherwise control the hazard or exposure have been made, it is important to educate all potentially affected employees of the act or condition to ensure they are aware of both the hazard and proper controls.

Job Safety/Hazard Analysis

A job safety analysis (sometimes called a job hazard analysis) is a means for identifying hazards associated with specific jobs or tasks and applying measures to protect employees and eliminate or control hazards to which they are exposed. Depending on need, a job safety analysis may benefit employees in areas where

increased injuries or trends exist. Supervisors and others familiar with the jobs and tasks can be of great assistance when conducting these types of assessments.

The job safety analysis is a multi-step, yet basic, process. It is important to identify the basic steps, and the associated hazards, of the job and the sequence in which they occur. Each step should accompany some major task, which consists of a series of movements or actions in order to complete. Upon completion of the analysis, it should be easy to determine what modifications might be necessary to help eliminate undue stress, actions causing injuries, or engineering controls that might help prevent injury, such as a tool or protective equipment.



Hazard Identification, Elimination, and Control Checklist

Yes

No

	Yes	No
Have frequency requirements for inspections been established?		
Has a method to allow employees to report unsafe actions or conditions been established and communicated to employees?		
Has a process for conducting job safety analyses been established?		
Have documentation and submission requirements been established?		
Have those responsible for this process been identified?		
Have the documentation requirements for this process been identified?		

Employee Awareness, Education, and Training

Making employees aware of the hazards, exposures, and dangers that exist in the workplace is extremely important in guiding behaviors and identifying and implementing controls to prevent injuries or accidents. Employee training is one of the most valuable accident prevention instruments to develop and help maintain employee awareness with regard to safety and other topics. Through training, employees learn to recognize and eliminate hazards and exposures within the workplace. Many accidents can be avoided as safe work practices are demonstrated and explained.

Statistics indicate that more accidents are caused by unsafe acts than unsafe conditions. However, many accident prevention efforts are focused on the identification and elimination of unsafe conditions. Many times, an unsafe act would not have been committed if the employee had been shown the hazard involved in a job, as well as the safe practices to avoid or prevent them. Employee safety training is one of the many answers to help control and prevent unsafe acts and help change behaviors.

When developing this component, it is important that you consider the following to help guide and properly manage this function:

- Who will be responsible for conducting the training?
- How often will training be conducted?
- What topics will be covered during regular safety training?
- What topics will be discussed during new/reassigned employee orientation?
- How will training be documented?

The Supervisor

Supervisors and managers are the key to any accident prevention program and can have a direct impact on the reduction of workplace injuries. Supervisors should be actively involved in the education and training process.

Not only should supervisors be involved in with the safety training part of education, but also with informing employees of changes to policies, reporting and investigation practices, and communications with employees at all levels.

The New (or Reassigned) Employee

New employee orientation/onboarding/immersion programs should include discussions and explanations of safety rules, practices, procedures, and expectations. Provide the employee with a walkthrough of the entire operation, processes, facilities, and equipment they may be required to use at some point in their career. While doing so, explain any hazards that could lead to injury and the necessary safety precautions required to be taken to prevent accidents.

It is also important to ensure that employees demonstrate abilities and skills before being allowed to operate equipment, machinery, or tools of any kind. It is not safe to assume they are aware of the hazards and exposures and this can come back to haunt you.

Who Needs Training?

The short answer is **EVERYONE** needs training. New employees need comprehensive orientation/onboarding training to get off on the right foot. Existing employees who change jobs require training to safely perform the functions of the new job. Employees assigned to any activity that requires lifting and material handling will need training, even when relatively light loads are involved. Supervisors need training in safety management techniques, such as how to analyze jobs to identify unsafe acts and conditions. Retraining all employees at various times is necessary to reinforce safety procedures.

What Should Be Included in Safety Training?

Training time is one of the best opportunities to reinforce positive safety attitudes to all employees in an effort to affect and positively impact both behaviors and overall culture. This is also a time for employees to ask any questions they may have about specific operations, bring forth any issues/hazards/exposures they identify, and communicate their experiences to others. In addition, training is an opportune time to discuss any procedural or operational changes, acquaint employees with new equipment, tools, or machinery and any special hazards or precautions that should be taken, and discuss corrective actions for identified hazards, trends, and accident causes.

What Kinds of Training Should Be Provided?

In some cases, classroom instruction might be the best method to discuss and review general topics and procedures while in other cases, a more hands-on approach is necessary, especially when training employees on specialized operations or new tools or equipment. In some instances “tailgate” training

sessions might prove beneficial as this allows training in the environment in which employees work and specific issues and hazards can be pointed out while on-site. Field and job site training are also beneficial when beginning special projects or new operations.

Simply watching a video is generally not adequate to effectively convey new messages, although it can be quite helpful for general awareness training and refresher education on certain topics. If videos are shown as part of the training process, it is most beneficial for the instructor/supervisor to provide a debriefing and lead discussions regarding the topics discussed in the video to help reiterate and further explain specific points.

Some differentiation should be made between “safety meetings” and “training”. Safety meetings are often shorter, regularly scheduled meetings to discuss a variety of topics and/or issues arising from trends, work being performed, or projects in the works. Full-fledged training, on the other hand, is often topic-specific and geared towards a particular group, task, or operation.

Training Calendar

Although the frequency of training and safety meetings will likely be dictated by the department and operation, minimum standards and requirements should be established. In addition, topics and focus areas should also be identified to ensure departments and operations focus not only on timely, current problem areas, but also on those presenting ongoing concern, regardless of operation, such as back injury prevention, driver training, sexual harassment, hazard communications, etc.

The development and use of an annual training calendar can assist with this process and ensure all areas, topics, and operations are properly addressed.

Employee Awareness, Education, and Training Checklist

Yes

No

	Yes	No
Has an orientation/onboarding/immersion process been established for new/transferring employees?		
Have requirements for training/safety meetings been established?		
Has an annual training calendar been established?		
Have those responsible for this process been identified?		
Have the documentation requirements for this process been identified?		

Accident and Trend Analysis

This component is important as a means to help determine specific trends or problem areas within the overall operations of the entity. A trend analysis is used to help identify trends and problematic tasks or operations indicated by statistical data gathered from other program components. The benefit of the analysis is that it provides specific areas in which to target accident prevention efforts and concentrate on turning unfavorable trends into favorable, positive trends.

By tracking all accident and injury data, you can help identify particular types of injuries and the subsequent causes of those injuries. Other data, such as that found from inspections or a job safety analysis, might also reveal problem areas or particular hazards that continually reoccur.

The analysis results might indicate the need for additional training, new procedures, or controls, such as equipment or tools, to eliminate the identified hazard or problem.

What should be included in the analysis component?

To formulate the policy, it is necessary to establish:

- Who (by position) is responsible for conducting the analysis
- The frequency of the analysis
- What data is to be analyzed
- To whom will the data be presented and reviewed

How to conduct the trend analysis?

There are several basic steps to follow in order to effectively evaluate injury and accident data for potential trends. These steps include:

- Selecting the data to be analyzed (types/causes/actions of accidents)
- Determining a time period to be analyzed (month, quarter, year)
- Identifying similarities in the data (same location, department, task, etc.)
- Developing corrective actions and measures to stop the unfavorable trends and promote the positive trends

What happens once the analysis is completed?

Ideally, any identified trends should be reviewed and potential corrective actions identified and implemented that might eliminate the hazard and/or mitigate the

trend. It is best to involve employees associated with that specific task or operation in which the trends are identified to solicit their input for potential methods to eliminate the hazard and correct the issue.

Accident and Trend Analysis Checklist

	Yes	No
Have those responsible for this process been identified?		
Has the type of analysis to be conducted been identified?		
Has the frequency of the analysis been identified?		
Has the time period to be included in the analysis been identified?		
Have the documentation requirements for this process been identified?		

Documentation and Recordkeeping

Documentation and recordkeeping are necessities, regardless of the function, and are key components to the success of the accident prevention program. Each of the other policy components requires documentation of processes as a means to note details and actions of each task. The Documentation and Recordkeeping policy component is necessary to hold each of the other components together to create the all-encompassing accident prevention program.

Why Should Records Be Kept?

First and foremost, documentation, and subsequent recordkeeping, are the best methods to prove something was completed and, therefore, the single best line of defense when something goes wrong. Some would argue “if it’s not written down, it didn’t occur”. It is much easier to prove or disprove something when it is documented and those documents are retained.

In addition, there are specific Texas laws requiring retention of certain records, including employers who provide workers’ compensation coverage to keep all injury records. Typically, the length of retention will depend upon policies established by your entity. At a minimum, it is recommended that all records be retained for a period of two years after the date they were composed. Check with your administrative personnel for specific retention requirements.

Who Should Keep Records?

Although departments and operations might benefit from keeping records on hand for a period of time, it is best to have a single clearinghouse for all recordkeeping files. This will likely be determined by the management of the entity, but likely needs to be someone with good organizational skills and someone involved with the accident prevention program processes.

What Records and Documentation of Actions Should Be Kept?

Anything related to the accident prevention program should be kept in accordance with policy and/or state record retention requirements. This should include, but is not limited to, inspection reports, accident reports, accident investigation reports, training logs, and workers’ compensation forms and reports.

Documentation and Recordkeeping Checklist

	Yes	No
Have those responsible for this process been identified?	<input type="checkbox"/>	<input type="checkbox"/>

Have those records required to be kept been clearly stipulated?		
Has the location for records storage been identified?		
Has the term for record maintenance been identified?		
Have timelines been established for forms, reports, and other documentation to be submitted to the appropriate personnel?		

Program Evaluation, Review, and Revision

This final component is important to help keep your accident prevention program current, viable, efficient, and effective in reducing and eliminating injuries and accidents. This is the best opportunity to fine tune the program and make any necessary adjustments.

Conduct a thorough review of each component and determine if each is functioning properly and if the desired results have been achieved; if not, it is time to evaluate and assess needs. Ensure any new equipment, procedures, or operations are incorporated into the appropriate components and review all existing procedures and operations to ensure that the current components and guidelines are meeting the needs of the organization. This is also an excellent opportunity to involve employees at all levels in the process. Those dealing with the policy on a day-to-day basis tend to have more insight into what works well and what could be improved.

Once any necessary changes are made, it is important to notify all employees of the changes and, when applicable, provide training on those changes.

Who Conducts This Review?

Management should designate those best suited for this task. In some cases, departmental reviews might be submitted to a single person for secondary review and completion, while in other cases, the responsible person(s) might conduct the review and make any necessary revisions. Regardless, someone with an understanding of the program should participate in the review.

When Should the Review Be Conducted?

It will again be up to management to determine the frequency of the formal reviews and revisions of the program. Typically, annually is sufficient, although it is important to remind all supervisors and managers not to wait until the review period if serious or significant changes are necessary. It is appropriate to change any process, at any time, should it not provide the guidance, structure, efficiency and effectiveness to prevent accidents and injuries.

Program Evaluation, Review, and Revision Checklist

	Yes	No
Have those responsible for this process been identified?		
Have the documentation requirements for this process been identified?		

Has the frequency of the review/revision process been identified?		
Have the components to be evaluated been identified?		

**SAMPLE
ACCIDENT PREVENTION PLAN
COMPONENTS**

Sample Component for Management Support

Management Statement of Support

The success of the {ENTITY NAME} depends upon the most efficient and effective use of resources possible, in an effort to provide and maintain the high quality of services and resources available to those we serve. This includes providing the safest and most well-maintained environments for employees, residents, customers, and guests we serve, including all who enter, visit, or utilize our facilities and infrastructures. The single most important resource is that of our employees. In order to provide the best possible protection to this asset, the {ENTITY NAME} and its elected officials, managers, and supervisors are committed to providing the safest working environment possible.

The purpose of this program is to prevent undesired events that could lead to injuries, accidents, and near misses by evaluating, eliminating, or controlling potential hazards and exposures.

The responsibility for safety and accident prevention does not lie solely with management or administration; it takes a concerted effort on everyone's behalf to develop the culture of the organization with regard to safety. We are all challenged to stay informed and apprised of any potential hazards and/or exposures and take responsibility for ourselves and our coworkers. To help ensure the success of this process, avenues will be established to solicit and receive comments from employees, supervisors, and managers regarding the safety of our staff and that of the public. Safety and accident prevention should be a part of everyday operations within the organization and not simply something to do in addition to the normal functions or duties of the job. Management will ensure that this idea is communicated and upheld as the norm from this day forward.

All managerial and supervisory staff are committed to allocating and providing necessary resources to address specific needs as identified. Management is also firmly committed to setting the example of its dedication to safety and the prevention of accidents and injuries within the workplace and community.

This policy applies to all full-time, part-time, seasonal, and volunteer employees of the {ENTITY NAME}.

{CHIEF EXECUTIVE SIGNATURE, TITLE}

{DATE}

Roles and Responsibilities Overview

Safety is everyone's responsibility. From entry-level employees to managers, all employees shall view safety as a critical part of their job and shall communicate needs and concerns to the proper level within the organization. Safety concerns will be taken seriously, addressed, or otherwise resolved as quickly as possible.

Specific roles and responsibilities for each level within the organization have been determined. Just as supervisors and managers have different roles within the organization, they also have differing levels of responsibilities with regard to accident prevention.

All employees are strongly encouraged to communicate any safety or health concerns to management and/or supervisors in a prudent effort to reduce potential injury exposures and implement the necessary changes with policies, procedures, and practices.

Authority and Accountability

The {TITLE} is designated by the {CHIEF EXECUTIVE} as the {RESPONSIBLE PERSON} for the organization and is responsible for the oversight and management of the accident prevention program for the {ENTITY NAME}. This includes the development, implementation, and continual review, revision, and performance of the plan as well as the authority to take certain actions regarding unsafe practices, identified hazards or exposures, unsafe acts by employees.

Management Responsibilities

Managers are responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, they must ensure that all supervisors and employees alike are trained and are aware of their safety responsibilities and the hazards and exposures of the jobs and tasks to be performed. Other safety responsibilities for managers include:

- Providing leadership and direction concerning safety activities
- Actively participating in the continuous evaluation of the safety program
- Setting goals concerning safety performance within their respective departments
- Continually reviewing losses for potential trends
- Enforcing all safety rules

- Participating in and reviewing facility and work site audits
- Participating in and supporting all accident review and investigation activities
- Reviewing accident reports and recommend corrective actions
- Taking appropriate disciplinary action, when necessary, to correct unwanted or unsafe behavior

Supervisor Responsibilities

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. In addition to the aforementioned responsibilities of managers, the important safety responsibilities of every supervisor include:

- Becoming familiar with and enforcing the safety rules and regulations that have been established by applicable local, state, and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities.
- Correcting, or delegating responsibility for correction of, all reported hazards. Operating under known hazardous conditions, when no corrective actions have been taken, will not be tolerated.
- Ensuring all new employees are properly trained to use power tools, machinery, or complex equipment.
- Providing adequate and detailed instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform that task correctly.
- Ensuring all tools, equipment, and machinery being used in the workplace are in proper working condition.
- Ensuring that proper personal protective equipment is available and utilized by employees when necessary or required.
- Always setting a good example in safety, such as wearing the proper personal protective equipment and following policies and procedures.

- Ensuring that all employees are familiar with and properly trained on any departmental or organizational safety and accident prevention procedures, policies, and rules. It is also important to ensure you are consistently enforcing the requirements of these procedures, rules, or policies.
- Encouraging safety suggestions from employees under your supervision. A form has been developed to assist with this function.
- Obtaining prompt first aid for injured employees.
- Participating in accident or incident investigations involving your employees.
- Conducting audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions, and encourage safe work practices.

Employee Safety Responsibilities

Management encourages employee involvement in each part of the safety and accident prevention process to ensure the ongoing safety and health of this organization and the community. This involvement gives each employee an opportunity to participate and be responsible for themselves, the areas in which they work, and their coworkers.

Employees bear a certain amount of responsibility in every situation. You must be aware that your actions, knowledge, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees will:

- Know and understand your job, follow instructions, and think before you act.
- Use appropriate personal protective equipment as dictated by the job and by policy.
- Work according to safe practices as trained, posted, instructed, or discussed.
- Refrain from any unsafe act that might endanger yourself or your fellow workers.
- Never take short-cuts.

- Use all safety devices provided for your protection.
- Report any unsafe situation or act to your supervisor immediately.
- Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
- Never operate defective equipment or any equipment or tool that you are unfamiliar with or not trained to use.
- Report all accidents/incidents to your supervisor as soon as they occur.

Employees are encouraged and expected to become involved in all aspects of the accident prevention program and safety process. Employees are also expected to utilize all necessary and established avenues to solicit and receive comments, information, feedback, and assistance in any area where safety and health are concerned.

Employees are expected to perform their job duties in a manner consistent with safety for themselves, their fellow coworkers, and the general public. All staff are required to abide and adhere to this accident prevention program and any and all safety practices, both written and implied.

Sample Component for Accident Reporting, Evaluation, and Investigation

Overview

It is the policy of the {ENTITY NAME} to investigate all work-related accidents, incidents, or near misses that result in, or could have resulted in, injury, vehicle, or property damage. As nearly all accidents and incidents have unique characteristics, each one should be assessed and evaluated individually.

The purpose of this policy is to utilize information gathered from reviews and assessments of accidents and near misses to help develop preventative measures and implement corrective actions. This will be accomplished through a determination of immediate, underlying, and root causes as well as actions or inactions of employees, the general public, contractors, or others, which may have contributed to or caused the accident or incident.

An accident is defined as “an undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss”. Examples of accidents include on-the-job injuries (regardless of severity) or vehicle collisions. An incident is defined as “an occurrence of seemingly minor importance”. Examples of incidents include “near misses” or events where injuries or other accidents ‘almost’ occurred.

The standard {ENTITY NAME} Accident/Incident Investigation Report will be used for both initial and follow-up investigations. This report will not take the place of other injury report forms required for reporting on-the-job injuries, such as the DWC-1.

Employee Reporting of Injury, Accident, or Incident

All employees must immediately report to their direct supervisor or manager any on-the-job injury, illness, or exposure they encounter or sustain, regardless of severity. Physical damage, medical treatment, or first aid provided should NOT be considered with regard to the initial reporting of accidents or incidents; *everything must be reported*. All incidents which could have resulted in injury or damage must also be reported. Again, the goal of the process is to prevent future, similar incidents, so every report counts when developing potential trends and causes.

In the event the employee is incapacitated and cannot report the accident, injury, or incident, fellow employees witnessing the incident must assume the reporting responsibility and contact the employee's supervisor. Any witness to the event should provide detailed, written statements to the supervisor.

Supervisor/Manager Responsibilities

Supervisors shall first respond to the immediate medical needs of any injured persons. Following any necessary medical attention, the supervisor should begin gathering necessary information for reporting and investigation purposes. Supervisors will initially communicate the accident, injury, or incident to the {RESPONSIBLE PERSON} by phone, email, text message, or other approved method. This notice will serve as the preliminary notification about the occurrence.

From this point, the supervisor will have {# OF HOURS/DAYS} to complete the initial, written accident investigation report. This report will be completed and forwarded to the department manager for review and discussion. Upon completion of this review and any necessary revisions or additions, the final accident investigation report will be submitted to the {RESPONSIBLE PERSON} within {# OF HOURS/DAYS} of the submission of the initial review.

Investigation Reports

The initial investigation report shall include the basic information of the event, including:

- Who was injured or what was damaged?
- What caused the accident/incident to occur?
- Where did the accident/incident occur?
- Why did the accident/incident occur?
- How can it be prevented from happening again?

The final investigation and report shall include:

- A detailed description of the event by the employees(s) involved
- Account(s) of witness(es)
- Supervisor statements regarding the incident
- Identification of potential causes, including primary (root) causes as well as actions or inactions that led to the event

- Finalized thoughts and suggestions of potential corrective actions to prevent future, similar incidents
- Documentation of responsibility for corrective actions and estimated dates for completion

Copies of all investigation reports should be provided to:

Department Manager

{RESPONSIBLE PERSON}

{OTHER STAFF}

Sample Component for Hazard Identification, Elimination, and Control

In an effort to detect, control, and mitigate unsafe acts or conditions and initiate necessary corrective actions as soon as possible, regularly scheduled, documented assessments and inspections will be conducted for all {ENTITY NAME} facilities, vehicles, and equipment.

In certain situations, such as increased injuries or hazards within a position or operation, a job safety analysis will be conducted for affected job classification or activities within each department or operation.

Report of Unsafe Act or Condition

As a means to encourage participation and create the safest workplace and community possible, employees throughout the organization are strongly encouraged to report any unsafe act or condition they observe. This might include acts by an employee or any hazard, potential hazard, exposure, or potential exposure identified. The scope of this process is not simply limited to those conditions that might affect the health and safety of employees, but the general public, entity-owned vehicles, equipment, or property as well. The Employee Report of Unsafe Act or Condition form should be completed and submitted to the immediate supervisor or department head, who will review the information and forward to the {RESPONSIBLE PERSON} per the Documentation and Recordkeeping policy.

Facility Inspections

Inspections of all entity owned facilities will be conducted at least monthly. These assessments will include an overview of employee safety, life safety, general public safety, and property conservation to help identify and mitigate any potential conditions, hazards, exposures, or threat. Designated employees at each facility (assigned by the supervisor or department head) shall complete the inspection no later than the {DATE} of the month and submit the inspection report along with any corrective actions items to the {RESPONSIBLE PERSON} within {# OF HOURS/DAYS} after completion.

Vehicle and Equipment Inspections

Prior to each use, all vehicles and equipment will be thoroughly inspected and any necessary repairs or corrective actions to be taken will be noted on the appropriate

inspection form. Employees assigned to drive or operate the vehicle or equipment will be responsible for completing the necessary inspection form and identifying deficiencies, hazards, malfunctioning, or inoperable equipment. Inspection reports will be submitted to the {RESPONSIBLE PERSON} on the first business day of each month for the previous month's inspection. Any vehicle or equipment with potentially dangerous deficiencies or problems should be taken out of service and reported to the immediate supervisor for repair or further assessment. Examples might include, but are not limited to, inoperable seatbelts, electrical issues, or severely damaged tires.

Job Safety Analysis

For select jobs, as determined by loss trends, exposure, and potential hazards, and/or at the recommendation and discretion of the {RESPONSIBLE PERSON} and the department manager and supervisor, a job safety analysis (JSA) will be conducted. This process studies the job methods and identifies hazards, and, with corrective actions, results in a safer way to do the job. As job hazards are discovered, proper solutions will be developed with the help of the employee and supervisor.

The following steps will be taken during the JSA process:

- Select the job or position to be analyzed
- Identify the successive steps necessary to complete jobs/tasks
- Identify the hazards, potential hazards, exposures, and potential exposures to risk and loss
- Develop methods to eliminate the hazard and/or prevent potential accidents

Job safety analysis will be conducted by a competent person, supervisor, or other staff familiar with the tasks involved in completing the job. The person shall also be familiar with the potential hazards and exposures related to the job and subsequent methods or means to mitigate exposures or eliminate known hazards.

The job safety analysis should be documented using the approved form and copies of all JSAs and associated recommendations shall be provided to the Department Manager and {RESPONSIBLE PERSON}.

Sample Component for Employee Awareness, Education, and Training

The {ENTITY NAME} is committed to maintaining a workforce familiar with the hazards, exposures, and potential dangers of each job. Ongoing education and training of employees at all levels within the organization will help prevent potential injuries related to these hazards. The purpose of this policy is to ensure that all employees are familiar with the accident prevention plan and safety requirements of the organization and to identify potential hazards and exposures in the workplace.

Orientation, Onboarding, and Immersion

New employees will begin employment with a comprehensive orientation/onboarding program, led by supervisors and managers, as well as appropriate administrative personnel. Similar orientations will be administered prior to initial work assignments and to current employees assigned to new or different job tasks.

The orientation process will consist of all required training programs as well as job, task, and worksite specific topics. Employees will be given the opportunity to ask relevant questions that may pertain to their newly assigned duties and related safety issues.

New employees will not be released to individual job assignments until the supervisor assesses the employee and is comfortable that they can demonstrate safe work behaviors. Until this time, the employee's work activities will be limited.

This policy applies to all new employees as well as those transferring or promoting to new positions within the organization.

Safety Meetings and Training

Safety meetings are an effective method to encourage, educate, and train employees on safe work practices and influence behaviors. All employees will be required to attend safety meetings at least once per month regarding safety and accident prevention topics relevant to their respective operation. Topics will be selected and conducted by the department or operation supervisor, or his/her designee. Supervisors and managers should attend and participate in all safety meetings and training as possible.

Discussions of safety rules, potential hazards to be encountered in future job duties, or changes in procedures or rules should be covered on a regular basis. Topics discussed during regular safety meetings should pertain to the specific hazards associated with the department's or employee's assigned job task as well as general hazards associated with the workplace.

Specialized or hands-on training events should be held to cover high-risk topics and any areas in which a more comprehensive understanding and knowledge are required.

Employees not able to attend regularly scheduled meetings will be identified and make-up training will be completed at another date at the supervisor's discretion.

Examples of safety meetings and training include formal safety meetings to discuss ongoing issues, specialized training events, tailgate training sessions, and any outside training courses attended by employees.

Documentation

All safety meetings and training will be documented using the approved attendance and training information form. Copies of the training attendance and information forms should be submitted to the {RESPONSIBLE PERSON} for recordkeeping purposes. For training attended off-site, a copy of a certificate of completion/attendance is required to be kept on file and should be submitted to the {RESPONSIBLE PERSON} upon completion of the program.

Documentation of training programs should also include an overview of the topics covered, presenter information, and copies of any training materials or handouts provided during the training. All documentation will be maintained in accordance with the Recordkeeping Policy.

Sample Component for Accident and Trend Analysis

At least once each year, the {RESPONSIBLE PERSON} and other supervisors and managers as directed by the {CHIEF EXECUTIVE} will review all reports related to injuries, accidents, incidents, inspections and corrective actions, unsafe conditions, and accident investigations to determine any potential trends that are developing. As potential trends are identified, the cause(s) will be reviewed in detail and a determination shall be made as to the development and implementation of necessary corrective action(s) to eliminate or mitigate hazards or exposures to employees, the general public, or public property. This process is very important and shall be completed to ascertain the progress in other areas and to determine the effectiveness of the overall accident prevention program.

The {RESPONSIBLE PERSON} and the affected department/operation supervisors and managers will review and monitor the effectiveness of the corrective actions to ensure the situations have been properly addressed, abated, or are in the process of being corrected.

Additional items to be addressed during the review process include progress on previously identified trends and related corrective actions, recently identified exposures, and safety meeting and inspection reports.

Documentation

The Accident and Trend Analysis Form template shall be used to prepare a summary of losses and claims for this analysis. If no injuries, accidents, or incidents occurred during the review period, the form should be completed as documentation of the activity.

All analysis forms and associated information will be maintained by the {RESPONSIBLE PERSON}.

Sample Component for Documentation and Recordkeeping

The only valid means of accurately reviewing and identifying trends and deficiencies within the organization is through an effective documentation and recordkeeping process. Documentation of all activities is essential to the success of this accident prevention program and the future prevention of accidents, injuries, and incidents. The recordkeeping element is as important as it tracks the performance of duties and responsibilities under the other policy components and allows for improved accountability.

The {ENTITY NAME} will maintain records of all safety and accident documents for a minimum of {XX YEARS}, unless otherwise specified by record retention requirements. The {RESPONSIBLE PERSON} will conduct an annual review of records to determine if all activities and events are being properly documented and that the documentation has been submitted for recordkeeping.

All documents and forms related to the aforementioned policy components are required to be submitted to the {RESPONSIBLE PERSON} for recordkeeping purposes, including, but not limited to:

- Texas Department of Insurance - Division of Workers' Compensation Form DWC-1
- Texas Department of Insurance - Division of Workers' Compensation Form DWC-6
- Accident Review and Investigation Reports
- Inspection Reports
- Unsafe Act or Condition Reports
- Safety Meeting and Training Records
- Accident/Incident Analysis Reports
- Reviews and Revisions of the Accident Prevention Program

Other Documentation

The {RESPONSIBLE PERSON} will generate and maintain a separate log of injuries, incidents, and accidents using the approved format. These logs will be used during the analysis phase to help identify potential trends and as a basic guide to review losses.

Sample Component for Program Evaluation, Review, and Revision

To help assess the effectiveness of all accident prevention plan components, the {RESPONSIBLE PERSON} and any necessary department or operation specific personnel will review the entirety of each component at least once every {TIME PERIOD}. Special attention will be devoted to areas and criteria in which potential deficiencies have been identified, the introduction of new procedures, processes, or equipment. The goal of this process is to continuously look for ways to improve the individual components and overall program.

Information will be solicited from employees, supervisors, and managers to determine the effectiveness of each policy component and to assist in the development of adjustments, corrective actions, and revisions.

Any necessary corrective actions or revisions to reemphasize or restructure the accident prevention plan will be made by the {RESPONSIBLE PERSON} and management. Upon such changes being implemented, all employees will be advised of the changes and provided with any necessary introduction and/or training. The {RESPONSIBLE PERSON} and department supervisors and managers will ensure all revisions are communicated in a timely manner.

APPENDIX OF SAMPLE FORMS

Sample Forms

Sample forms associated with various elements of each of the aforementioned components are found below and include:

- Incident Evaluation and Investigation Form
- Trend Analysis Form
- Employee Report of Unsafe Act or Condition
- Injury Log
- Training Documentation Form
- Safety Committee Minutes Form
- Job Safety Analysis Form
- Employee Safety Orientation Form
- Disciplinary Action Form
- Facility Inspection Form – General
- Facility Inspection Form – Public Works & Maintenance
- Facility Inspection Form – Law Enforcement
- Facility Inspection Form – Fire Department
- Vehicle Inspection Form
- Machinery and Equipment Inspection Form

As with the Sample Components, these forms are structured around best practices and standards and may be used “as-is” or customized to fit individual needs. Click on the link below to access the forms through Excel.



Sample Accident
Prevention Plan Form