

RISK COMMUNIQUÉ

Incident Review

Incident analysis is based on the concept that behind every incident lie factors that directly contribute to the incident's occurrence. The goal of an incident review program is to first identify these underlying or "root causes" and then apply corrective measures to help reduce and ultimately eliminate preventable losses from the workplace.

Incident analysis is performed on an individual loss or accident. Typically, larger losses and accidents that frequently occur are good candidates for this type of investigation. The review is used as a tool to help prevent accidents. It is not a "legal" fault finding forum.

Procedure

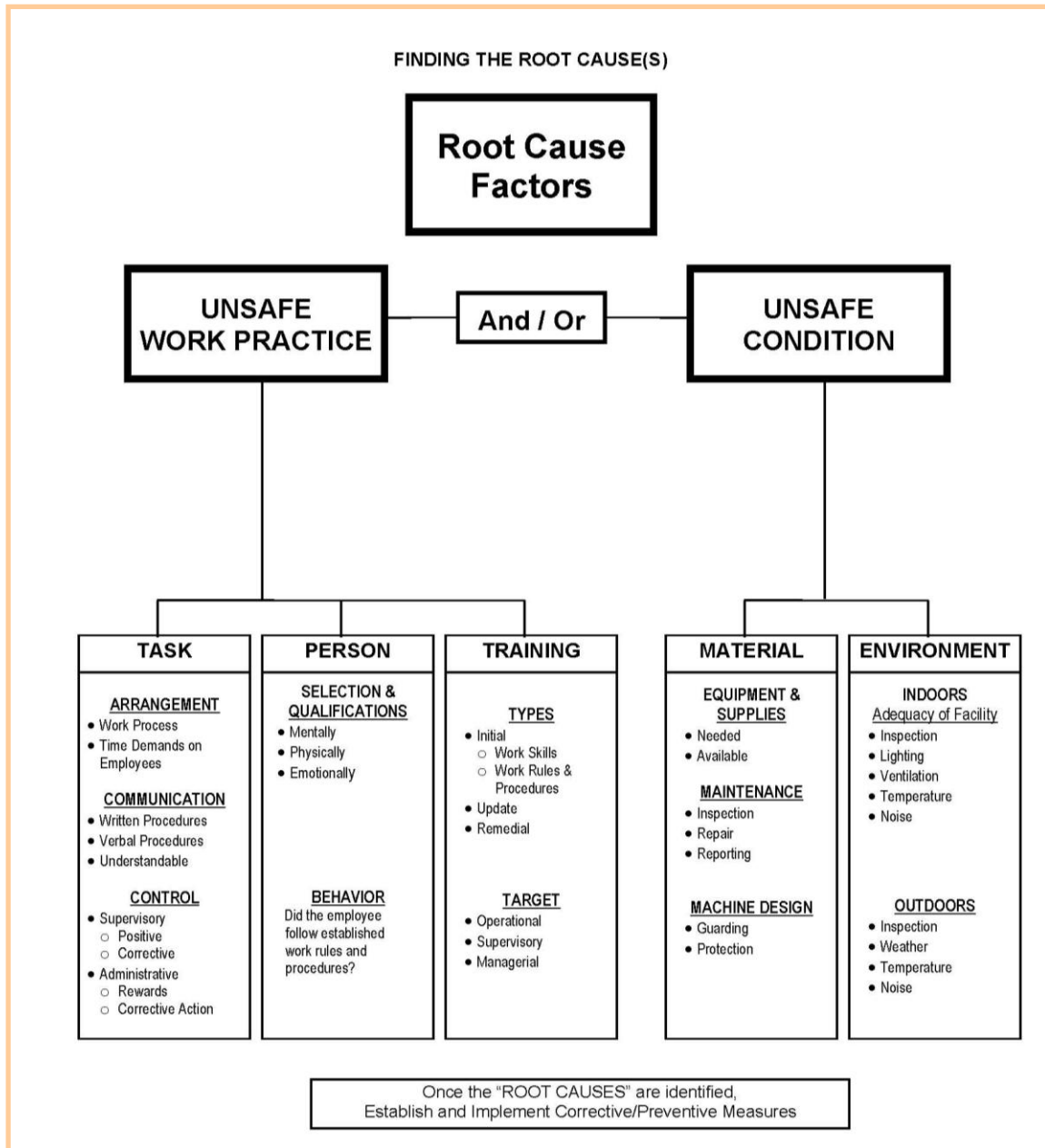
To reveal the root causes behind an incident or unsafe condition, the following questions should be posed to management, fellow employees, and the injured parties:

1. **What was the employee doing?** Describe the activity as well as the equipment, materials, people and environmental conditions involved in the accident. Use the attached flow chart to help isolate the conditions responsible for the accident or injury. Be specific (example: "climbing a ladder while carrying a box of books").
2. **What happened?** Describe how the injury or illness occurred. Indicate in detail what took place: describe the incident, the type of injury, whether the employee was wearing appropriate safety equipment, etc. (example: "When ladder slipped, worker fell 20 feet and broke both legs").
3. **What caused the accident?** Explain thoroughly the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for an accident. Use the attached flow chart (example: "Rainwater had entered through a hole in the roof and caused the floor to be wet, and the ladder then slipped out from under the worker").
4. **What can be done to prevent a similar accident?** Indicate any potential corrective action that can be taken to help prevent a recurrence.

Results of the incident analysis should be recorded on the attached Incident Review Form.

This is a sample guideline furnished to you by Glatfelter Public Practice. Your organization should review it and make the necessary modifications to meet the needs of your organization. The intent of this guideline is to assist you in reducing risk exposure to personnel. For additional information on this topic, you may contact your GPP Risk Control Representative. www.glatfelterpublicpractice.com

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 Once the "ROOT CAUSES" are identified,
 Establish and Implement Corrective/Preventive Measures

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Incident Review

Name	Company	Time	Date
Department – Shift		Job	How long on job?

What was the employee doing?

Describe the activity, equipment, materials, people and environmental conditions involved in the incident.

What happened?

Indicate in detail what took place. Describe the Incident, the type of injury, whether the employee was wearing appropriate safety equipment, etc.

What caused the incident?

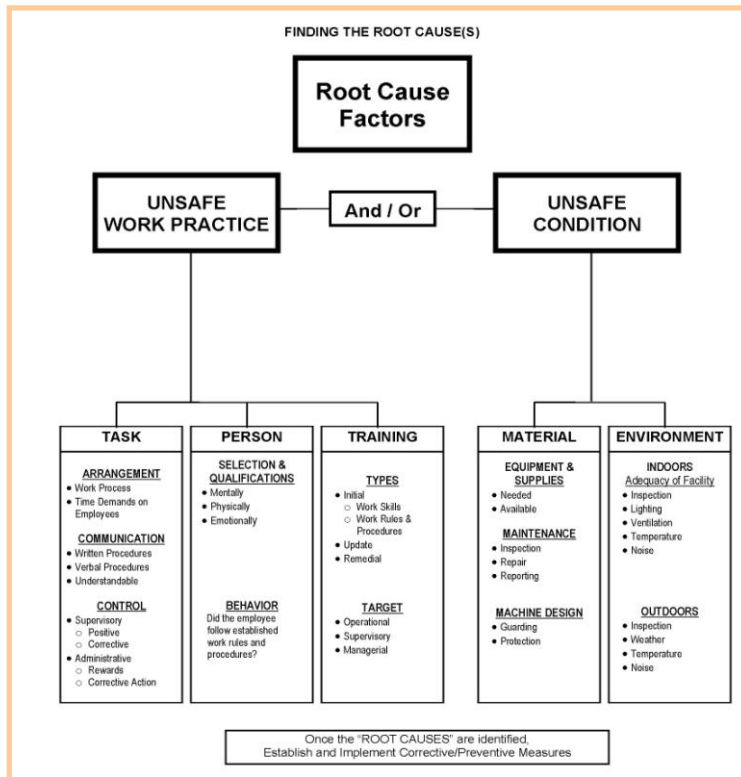
Explain in detail the condition, act, malfunction, etc.—or combination of factors—that is the incident.

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What caused the incident?

Use this flow chart to help isolate the conditions responsible for the incident.



Corrective action recommended:

Investigated by	Date	Reviewed by	Date
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