



## Accident Investigation

An accident is an unexpected event that can cause injury and can occur at the workplace, or any other place, due to human or machinery error. Accidents might be the result of a near miss, any dangerous event, horseplay, work tools or equipment that were not inspected prior to use, poor housekeeping practices, and improperly trained employees.

In the case of accident, it is very important to focus on the root cause in order to prevent the accident from recurring in the future. This should be part of the accident investigation and recording procedure. Accident investigations must follow OSHA laws and regulations. Remember, safety training in accordance with the OSHA requirement is key for a safe workplace.



### Investigations Must be In Writing and Include the Following:

- Cost of damage
- Location of accident
- Photographs to document the location/scene of the accident Name of the witnesses
  - All must be interviewed
- The cause of the accident
  - List of probable causes
  - Who or what is responsible
  - Most probable cause must be determined
- What the normal condition was before the accident occurred
- How the accident happened
- Data must be analyzed
- Investigation must be recorded and saved
- Summary must include recommended action to prevent another recurrence of the accident in the future

### Work Site Review: Hazards/Safety Suggestions

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Company Name: \_\_\_\_\_ Work Site Location: \_\_\_\_\_  
Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

### Employee Signatures: (continue on back of sheet if necessary)

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### Manager/Supervisor's Signature: \_\_\_\_\_

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## Cleaning Chemicals

Chemical cleaning products include a wide variety of substances in the form of liquids, powders, and sprays. These products are used to clean dirt, dust, or grease on surfaces. Cleaning chemicals are important for cleaning hospitals, homes, workplaces, schools, etc., as they are often found in products like soaps, grooming materials, and “green” cleaning materials. These products may contain harmful chemicals that can create health problems or can be flammable and corrosive. Some beauty and cleaning products even contain volatile organic compounds (VOC) and other toxic substances, which can be highly harmful to human health. For example, VOC’s are found in some air fresheners, chlorine bleach, dishwashing liquid, detergent, rug cleaner, furniture polish, and oven cleaners.



Chemical cleaning products are subjected to a variety of federal labeling as well as registration requirements by EPA, OSHA, FDA, DOT, CPSC, and other agencies. All employers are required to provide a safe workplace. This may include training on such harmful chemicals.

### Protection Includes:

- Always read labels on cleaning supplies.
- Never remove labels.
- Choose products that have a reduced amount or no Volatile Organic Compounds.
- Use green or natural cleaning products.
- Keep continuous airflow/ventilation when using cleaning products.
- Use PPE, when needed.
- Employees must be trained on safe work practices involving cleaning chemicals.
  - Employees must be aware of the hazards of a cleaning material before using it.
  - Employees must know chemical safety procedures.
  - Employees must know what to do in the case of a spill or other emergency.
  - Employees must know how to use MSDS to find detailed information on products.
  - Employees must know how and when to use PPE.

### As a safe cleaning alternative:

- A mixture of vinegar and water can be used to clean glass.
- Soap and warm water can be used, especially at home.
- Baking soda can be used for scrubbing.
- Always wash your hands with soap after using chemical cleaning products.
- EPA has list of safe cleaning products that can be used for cleaning at home or at the workplace.

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## Drug Free Workplace

According to recent research, approximately 70% of illegal drug users are present in the workplace. This presence can result in an unsafe workplace, unhealthy employees, less productivity, more frequent accidents, and less profitable businesses. Many business owners lose money every year because of drug use at the workplace. The best solution to this problem is education. By implementing a drug and alcohol-free workplace policy and educating and training employees, any company can minimize health and safety risks and increase productivity at the workplace.

OSHA supports drug and alcohol-free workplace programs, especially at industrial workplaces, but does not have a standard. The OSHA general duty clause, however, applies to maintaining a drug free workplace. The drug testing program at any workplace must comply with all applicable Federal, State, and Local laws and regulations. A comprehensive drug free workplace program must include a written drug free workplace policy, employee education, supervisor training, employee assistance, and drug testing. A written drug free policy will serve as a reference for employees and will protect the company against claims by employees.



### A Drug Free Workplace Should Include:

- Educating employees and taking a more active approach to communicating the policy. Orientation sessions, written materials, and audio/video training.
- Interactive forums.
- Informational materials displays.
- Random drug testing while still respecting an employee's privacy.
  - Test must be confidential.
  - Reasonably suspected employees will be tested.
  - Any employee involved in an accident will be tested.
- All employees must read and understand the company's drug free policy.
- New employees must be drug tested prior to beginning work.
- If an employee needs rehabilitation, the company may assist monetarily.
- Educating and training employees will be very beneficial to the safety and health of employees as well as the productivity of the company.

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## Frostbite

Frostbite is an injury to body tissues caused by extreme cold and resulting in loss of skin color, redness, pain, and blistering. Frostbite damages tissue cells, causes blood clots, causes tissue death, and can occur on any part of body. However, nose, ears, fingers, and toes are the most susceptible parts of the body. Extreme cold, improper clothing, wet clothes, wind chill, and exposure to liquid nitrogen or other cryogenic liquids can cause frostbite. If it is on the skin surface called it is called frostnip, which causes the skin to become numb and turn yellow. If the skin freezes and becomes hardened, blistered, or the skin color changes to black it is called superficial frostbite. Deep frostbite occurs when deeper tissues freeze and can be extremely dangerous. Frostnip can be treated by blowing warm breath or warm water (not hot water) on the affected area. If skin is hardened and black the affected part can be treated with warm water (not hot water) or by covering the area to make it warm and ensure it will not freeze again. The affected person must be moved to a warmer area and kept warm. Hospital treatment is required for moderate or severe cases of frostbite.

OSHA does not have a specific standard that addresses working in a cold environment or dealing with injuries caused by cold weather, but OSHA does require all employees to be protected against cold stress hazards. Employees should be trained for cold stress conditions to be able to prevent cold stress and select the proper clothing according to the weather conditions at the workplace.



### Frostbite Procedures:

- Avoid wearing tight clothing when exposed to wet and windy weather.
- Use warm clothes to keep your head and face warm.
- Be sure to have good boots and gloves available.
- Take periodic breaks to warm up when working in cold conditions.
- Avoid smoking, and drink plenty of liquids (not caffeine or alcohol). If possible, schedule work for warmer times during the day.
- Use all required PPE.
- Work in pairs.
- Provide engineering controls when possible.
- All employees should be trained on frostbite and cold stress.
- Employees should be able to recognize the hazards of cold conditions, symptoms of cold stress, and how to prevent cold stress.

### If you or another employee is experiencing frostbite:

- Affected person must be moved to a warmer area and must remove any wet clothing.
- Do not use direct heat from heating pads, radiators, or fire.
- Do not rub or massage the skin or break the blister.
- Seek medical attention, if needed.

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