

ACCIDENT PREVENTION PLAN

A Sample Plan for Counties

Sample



Texas Association
of Counties

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MANAGEMENT COMPONENT

Safety Policy Statement

_____ County is committed to providing a safe and healthful work environment for all our employees and others that may work, visit, or enter our facilities. The objective of our Accident Prevention Program is to prevent accidents and minimize their consequences, and to reduce the frequency and severity of injuries.

It is our policy to manage and conduct operations and business in a manner that offers maximum protection to all employees and any other person that may be affected by our operations and business.

It is our absolute conviction that we have the responsibility for providing a safe and healthful work environment for our people and all others that may be affected as we conduct our business. We will make every effort to provide a working environment that is free from any recognized or potential hazard.

We recognize that the success of our safety and health program is contingent and dependent upon support from the Commissioners' Court, management, and supervisors, as well as all employees of the county.

The Loss Control Committee will establish avenues to solicit and receive comments, information, and assistance from employees about safety and health. If you have any questions or concerns about employee safety and health, please contact the individual appointed by your county as the contact for these issues _____ (the individual appointed for this task should be your county's Risk Manager, Safety Coordinator, or a departmental Loss Control Committee member).

MANAGEMENT COMPONENT CONTINUED

Authority and Accountability Statement

The individual appointed by your county as the contact for employee safety and health issues, as identified in the Safety Policy Statement (Risk Manager, Loss Control Coordinator, or Safety Committee Member), is responsible and will be held accountable for coordinating and administrating the County Accident Prevention Plan. Some of the assigned duties include: directing the development of loss control policies and procedures, performing inspections, establishing and directing the county's safety training efforts, assisting with accident investigations, acting as liaison between Commissioners' Court, other elected officials, and the Loss Control Committee, establishing safety goals and objectives, and generally directing safety and accident prevention activities

The responsibility for loss prevention administration is delegated to the departmental safety committee members, acting in an advisory capacity to department managers and supervisors within the county. Some of the assigned duties include: participating in Loss Control Committee meetings, assisting with development of safety policies, conducting or assisting with accident investigations, evaluating and recommending corrective actions to prevent accidents and injuries, assisting with establishing safety goals and objectives, and conducting departmental safety inspections. The department head with the assistance of the safety committee members are responsible and will be held accountable to ensure that all employees in their department follow all safety and health policies, procedures, and rules established by the county. They are also responsible for administering training and guidance to employees in their departments.

The immediate supervisor of the employee has the authority to reprimand and recommend disciplinary actions against employees that violate the safety and health policies of the county.

Employees are responsible and will be held accountable for providing the county with a commitment to the safety and health program, abiding by the policies, procedures, rules set forth by the program, and becoming actively involved in the program to assist in providing a safe and healthful workplace for all involved.

RECORDKEEPING COMPONENT

Records and Documentation Statement

_____ County believes that the only valid means of reviewing and identifying trends and deficiencies in a safety program is through an effective recordkeeping program. The recordkeeping element will be essential in tracking the performance of duties and responsibilities under the program. The county will implement and maintain an active, up to date recordkeeping program.

Injury and Illness Data

_____ will maintain records of all work-related injuries and illnesses to employees. Copies of the records will be sent to the county's Claims Coordinator's office.

The following records apply only to work related injuries and illnesses.

Applicable forms or records:

- Employee injury report (if applicable)
- TX Workers' Compensation Commission form TWCC-1, Employer's First Report of Injury
- Accident log
- List any additional forms that may apply to this section.

Safety and Health Surveys and Inspections Program

_____ will maintain and review records of all safety audits and inspections that are conducted within their respective areas.

Applicable forms and records:

- Comprehensive safety survey reports as well as records to document action taken to correct identified deficiencies
- Monthly precinct barn inspections
- Monthly office inspections
- Monthly jail inspection

All inspection information will be retained in the department where the information originally generated. The retaining period will be according to the recordkeeping plan.

RECORDKEEPING COMPONENT CONTINUED

Safety and Related Meetings

_____ will maintain accurate records of all proceedings associated with the safety and health program of this county.

Applicable forms and records:

- Agendas, minutes, records, and data, including training information used during safety meetings or other gatherings in which safety and health issues were discussed.
- These records will include the name of the recorder, date, a list of attendees, details of the topics discussed, and action or corrective measures suggested, recommended, or implemented.
- Employee injury report
- First report of injury
- Accident investigation forms
- Witness reports
- Supporting data including photographs, sketches, maps, etc.
- Plan of corrective action and records of corrective action or preventative measures implemented

The _____ will keep a record of all proceedings, as well as appropriate management or other designated staff actions effecting the safety and health program.

A recorder will be designated as responsible for keeping minutes or records at each meeting. During each subsequent meeting, the record of minutes for the previous meeting will be reviewed, discussed, and resolved.

Training Records

_____ will document and maintain records of all safety and health-related training.

Applicable forms or records:

- Sign in sheets
- Copies of materials distributed during the training session

All safety and health related training provided to employees of this county will be documented. This documentation will be maintained as proof of attendance and reviewed to assist in determining the need for additional or repeated training for employees on an individual basis.

Records and documentation of training will include: the presenter's name, date of training, topic or subject, printed name and signature of all participants.

The person providing the training is responsible for generating the documentation. The training record will become part of the employees' permanent training file and will be maintained by _____.

RECORDKEEPING COMPONENT CONTINUED

Accident Investigation

All accidents and near miss incidents resulting in injury or illness to a person, property damage of any magnitude, or the potential for either, will be investigated and documented.

_____ will ensure proper records and documentation of all accident and incident investigation activities are maintained and reviewed according to the Accident Investigation Component.

Equipment Inspection and Maintenance

_____ will maintain records and data pertaining to equipment inspection and maintenance programs performed at or with each facility.

Applicable forms and records:

- Daily vehicle inspections
- 3000 mile car, patrol car, and pick up truck inspections
- 250 hours heavy equipment inspections

Accurate records will be maintained involving all routine inspections and maintenance procedures performed on equipment for the county. This documentation will be reviewed by those responsible for maintaining equipment. The documentation will be utilized to determine an effective, ongoing equipment maintenance program and to ensure compliance with regulations that require inspections on certain equipment.

ANALYSIS COMPONENT

Trend Analysis

The _____ of _____ will review and analyze all records and documentation pertaining to the safety and health program. This review will be conducted on a monthly or quarterly basis (please select one). The analysis will focus on hazard analysis and recognition of developing trends.

Trend analysis will identify recurring accidents and near miss incidents resulting in or potentially involving injury, illness, and/or property damage. The analysis will also recognize repeatedly identified hazards/violations needing corrective action to establish which program component is failing; therefore, allowing the hazard to exist.

_____ will provide information and recommendations for corrective measures for trends developing in their areas. Information regarding recommendations will be part of the regular safety meetings.

Employees will be made aware of developing trends and hazard exposures as they are recognized.

Corrective measures will be implemented by _____ at each location until cause factors have been eliminated or controlled.

All Immediate supervisors will provide analysis information of their respective departments to the _____ for the development of the monthly analysis report for Commissioners' Court.

The Claims Coordinator maintaining the accident log will utilize all injury and illness documentation. The log will be utilized to prepare the monthly report to Commissioners' Court. The report will be made available during the last Commissioners' Court meeting of the month.

EDUCATION & TRAINING COMPONENT

Training Program Development

_____ is committed to providing safety and health related orientation and training to all employees. _____ will develop, implement, and maintain a safety and health orientation and training program.

The purpose of the training element is to educate and familiarize employees with safety and health procedures, rules, and work practices of the county. The county will require involvement and participation of all department heads, supervisors, and employees. Furthermore, the county will support the orientation and training program by allocating funding, staff, resources, and time to develop and implement this element of the program.

Ongoing Training

The training subjects, materials and the training schedule will be developed utilizing site specific, potential hazards, accident and incident information data, and safety training analysis.

All employees will receive monthly safety training. The date and topic of the training will be posted as part of the training schedule for 2002. The county should include the training schedule as part of the Accident Prevention Plan.

All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment

Orientation

The orientation training will be administered to all new employees prior to the initial work assignment and to employees assigned to new or different jobs.

The orientation will consist of discussion of all county required and departmental policies. As well as job and site specific safety and health information. The orientation topics will be listed on the suggested safety orientation checklist. All new employees will be given a tour of the facility and an opportunity to pose questions to expedite the familiarization process. New employees will not be released to an individual job assignment until it has been determined by _____ that the employee has met the minimum safety requirements.

The orientation and subsequent training sessions will include, but not be limited to, the following:

- Hazards associated with the work area
- Hazards of the job or task assignment
- Emergency procedures
- Personal protective equipment
- Hazard Communication (hazardous chemicals and materials)
- Specific equipment operation training
- Employee reporting requirements
- Accident investigation (supervisors and other designated personnel)

EDUCATION & TRAINING COMPONENT CONTINUED

Documentation

All safety and health related training administered or provided by the county will be documented with the following minimum information:

- Date of training session
- Instructor or Presenter
- Subject matter
- Legible name of attendee(s)
- Signature of acknowledgement of attendance

All training records and documentation will be retained within the department where they were generated. Individual training records will be maintained for the current year, plus five more years.

Sample

HAZARD IDENTIFICATION COMPONENT

_____ has implemented a program to identify, correct, and control hazards on an ongoing basis. This program will utilize multiple resources to ensure effectiveness, some of which are mandatory under this plan, and some resources will be a method to capture and report employee concerns regarding safety issues.

Comprehensive Surveys

The county has arranged for each operating location to receive a comprehensive safety and health audit by a safety specialist from TAC, at least on an annual basis. These audits will identify existing and potential hazards, non-compliance issues and to evaluate the overall effectiveness of the Accident Prevention Plan.

Safety and Health Self-Inspections

The _____ at each location will conduct self-inspection that will cover the entire department and equipment. Some inspections will be conducted weekly, or monthly. All inspections will be conducted on an ongoing basis without interruption. Management will allocate adequate time and resources to perform the surveys.

Each location will develop and maintain inspection checklist(s) specific to the operation. The list will be developed utilizing a general inspection checklist and will be evaluated and updated with hazards that are identified during the inspections and other pertinent data as it is acquired.

Checklists will be developed as part of the periodic self-inspection process. Checklists will be used and maintained and include the name of the person performing the evaluation and the date the inspection takes place. Management upon completion will review the self-inspection checklist. All discrepancies identified during the survey will be evaluated as soon as possible.

Employees must be notified of the hazards that pose an immediate threat of physical harm or property damage, immediately after the discovery of the condition, as well as of the measures or steps required to eliminate, correct, or control the hazard.

Monthly Safety and Health Property Inspections will include, but not be limited to, the following:

- Comprehensive survey reports and records of action taken to correct deficiencies
- Monthly precinct barn inspections
- Monthly office inspections
- Jail Inspections

Safety and Health Equipment Inspections will include, but not be limited to, the following:

- Daily vehicle inspections
- 3000 mile car, patrol car and pick up truck inspections
- 250 hours heavy equipment inspections

HAZARD IDENTIFICATION COMPONENT CONTINUED

Management will review the inspection checklists and any other established documentation to ensure that a course of corrective action and timeline has been established for eliminating each deficiency.

Reports generated, as a result of comprehensive surveys by TAC or other state agencies, will receive immediate attention and consideration. All hazards identified and the recommendations will be acted upon in a timely manner. All methods of addressing the issues contained in the reports will be documented in writing and a copy maintained with the survey report.

Employee Reports of Hazards

Management will develop a method for employees to report dangerous conditions or unsafe work practices that are in need of correction. These reports should normally go through the supervisor and chain of command, however, an alternate reporting method will be made available to employees. Alternative methods would be reporting such items to the Safety Committee, any safety officers or coordinators designated in the County, and/or other authorities.

Job Safety Analysis

For processes where there are safety concerns, and the County or employees are seeking appropriate safe work practices, a Job Safety Analysis should be completed and should include employees who are involved in that task to assist in the development of safe work practices.

Employee Feedback at Safety Training

Management will make note of employee safety concerns voiced at safety meetings or training sessions and take appropriate corrective action to resolve the condition, if possible. A record of these concerns should be kept for review by management, the safety committee or other authorities.

Employee Feedback through Safety Committee Members

Employees are encouraged to voice concerns and contribute workable solutions to safety issues to their representatives on the safety committee as well as with their supervisors. The County seeks an open exchange of ideas toward making the County a safer place to work. The Safety committee should use due care in handling of these concerns and forward recommendations to County management if needed.

ACCIDENT INVESTIGATION COMPONENT

Management is committed to and will correct or control all hazards identified through the accident investigation or the hazard identification programs. All identified hazards will receive a timely response.

Hazard Correction

Whenever possible and feasible, hazards identified in each department will be corrected in order to eliminate the cause of the hazard at the source. This will include, but not be limited to, the following:

- Discontinuation or removal of hazardous chemicals, materials, or substances from the workplace;
- Discontinuation of use or removal of hazardous equipment until replaced or repaired; and
- Correction of any unsafe act or conditions in existence, by service or training.

Hazard Control

When identified hazards cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

- Engineering Controls
- Administrative procedures
- Personal protective equipment

Accident Reporting and Investigation

_____ will investigate all work-related accidents and near miss incidents involving employees or company property to develop preventive measures and implement corrective actions.

All items on the designated accident investigation form will be addressed in detail as soon as possible following the accident/incident. The information acquired will be used and reviewed by management, supervisors, and effected employees to establish all contributing factors and causes.

All county employees must follow the accident investigation policy.

Employee Reporting

All county employees are required to report all accidents or incidents that occurred in the scope of their employment. All accidents and incidents must be reported to the department manager, foreman, or supervisor immediately; but no less than 24 hours. An employee injury report or TWCC-1 must be file by the supervisor and provided to the claims coordinator within 24 hours, but no later than 3 days after knowledge of the accident or incident.

ACCIDENT INVESTIGATION COMPONENT CONTINUED

Phone contact by the injured employee is encouraged, if possible, to facilitate a quick investigation before the surrounding conditions change. Telephone number to report incidents is _____. Once notified, the immediate supervisor will begin the investigation.

Investigation Timeline

It is responsibility of the respective supervisor/manager/foreman to begin gathering evidence, e.g. photos, statements, etc. The severity of the accident should dictate the extent of the investigation. In some cases it may be necessary for the supervisor/foreman to investigate and report accidents or incidents where no injuries or other losses occurred.

The investigation will be conducted immediately, but no later than 3 working days after knowledge of the incident. The investigation will be recorded on the Loss Control Coordinator's accident investigation report by the department supervisor. Immediately upon completion (no later than 5 days after knowledge of the incident), the report will be sent to the department head and, if applicable, copies of the final report should be forwarded to the Risk Manager.

Department Responsibility

The department head will review the investigation report and evaluate the contributing factors of the accident outlined in the report. The manager should take into consideration the causes of the accident and immediately evaluate his/her work area for similar problems. The manager/foreman will take immediate action to either eliminate or control the identified problems. Notification of corrections, as well as problems that cannot be corrected immediately, will be sent to the department head and Risk Manager, if applicable.

Action by Commissioners' Court

The Commissioners' Court will provide funding as needed to correct these hazards in an appropriate manner. The Commissioners' Court, with the assistance of the supervisor, will develop a timeline for correction by the department manager/foreman. The manager/foreman must post notice of the hazard or problem and take appropriate interim measures to prevent accidents from recurring.

Employer Reporting

The Claims Coordinator will report the following accidents to local, state, and federal agencies as required:

- Texas Workers' Compensation Commission - fatalities and accidents involving five (5) or more injuries will be reported within 24 hours

ACCIDENT INVESTIGATION COMPONENT CONTINUED

Lost workday cases other than fatalities:

- Covered employers report to the Texas Workers' Compensation Commission using form TWCC-1, Employer's First Report of Injury
- Non fatal cases without lost workdays which result in transfer to another employment, require medical treatment other than first aid, involve loss of consciousness, or restriction of work motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost workday cases
- Bloodborne pathogen exposure within 24 hours to the Texas Department of Health.

Documentation

All activities and findings of the investigators will be documented and recorded for review.

Accident investigation documentation will record, as a minimum, the following information.

- Date and time of occurrence
- Location of the occurrence
- Name of person(s) conducting the investigation
- Job assignment or duties being performed at time of incident
- Details of how the accident occurred
- Description of any equipment affected or involved
- Names and comments of witnesses
- Indirect, underlying, or contributing factors (including fault or failure in safety and health program elements)
- Name of person(s) involved, job title, area assigned date of birth, sex
- Nature and severity of injury or illness
- Name of immediate supervisor of employee
- Special circumstances or encumbrances
- Injury, part of body affected
- Direct cause
- Corrective action implemented or preventive measures taken (including safety and health program adjustments)

PROGRAM REVIEW & REVISION COMPONENT

Periodic Review and Revision of Program Components

_____ or other designated representative will review, at least annually, and revise the components of the Accident Prevention Plan for effectiveness and implementation.

The components of the Accident Prevention Plan will be reviewed in **January each year** to identify insufficiencies or component failure. Each component will be audited individually with the findings documented and recorded. This documentation will be used to identify trends in the program element deficiency and to track improvement modifications. This documentation will be maintained for review. Corrective measures will be taken as needed to reemphasize or restructure the Accident Prevention Plan to perform at the optimum effectiveness.

Special attention will be devoted to areas and criteria that demonstrate failure in a program component, introduction of new procedures, processes, or equipment.

Information will be solicited from area supervisors and employees to determine the effectiveness of each program component, and assistance in developing adjustments and corrections.

On a monthly basis, until the completion of the final audit, the safety coordinator designated by the county will be responsible for developing an Accident Prevention Plan Implementation status report. The report will be provided to Commissioners' Court on the last regularly scheduled Commissioners' Court meeting of each month, with copy of the report to be sent to a TAC Safety Specialist, via fax or e-mail. The purpose of this is to recognize the departments who are performing well and to encourage poor performers to improve.