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SAFETY ALERT

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ACCIDENT INVESTIGATION AND REPORTING

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California Occupational Safety and Health Administration (Cal/OSHA) regulations require employers to investigate and report all workplace injuries and illnesses. LAUSD developed the Injury Accident Investigation Report to comply with this requirement. This form must be completed within 24 hours of the incident and is used to document all accidents resulting in injury to students, staff and visitors.

The Injury Accident Investigation Report has been incorporated into the District's electronic Incident System Tracking and Accountability Report (ISTAR) system. The system will automatically include the Injury/Illness Report tab when the following issue types are selected: accident, injury, medical treatment or death. A separate report must be completed for each injured person. See [BUL-5256](#) Incident Tracking and Accountability Report for additional information on ISTAR reporting procedures.

Serious injuries and accidents must be reported to OEHS immediately and may require notification of regulatory agencies or other LAUSD departments. For example, an employee injury that results in death, amputation, permanent disfigurement or hospitalization for more than 24 hours for other than observation, must be reported to Cal/OSHA within 8 hours. The bottom of page 3 of the *Injury/Accident Investigation Report* form indicates the appropriate agency or LAUSD office to notify with the applicable contact information.

The requirement to investigate an accident is NOT met by simply filling out an *Injury/Accident Investigation Report*. The form is used to document the facts, findings and conclusions after the investigation is completed. Accident investigations should be conducted by a person in authority that has a thorough understanding of the injured person's job procedures and equipment; therefore, the investigation shall be conducted by the injured person's direct supervisor. The following steps should be taken to ensure a proper investigation is conducted:

1. Determine if medical treatment is required and make appropriate arrangements, e.g., call 911, administer first aid, or refer injured party to District approved medical provider.
2. Go to the accident scene at once. Investigations should be made AS SOON AFTER THE ACCIDENT AS POSSIBLE. Delays, even a few hours, may permit information or items essential to the investigation to be removed, destroyed or forgotten.
3. Secure the accident scene to ensure the safety of others and to protect the "evidence" if necessary. This should include barricading or roping off damaged or involved equipment for further inspection. Take photographs if possible.
4. Talk with the injured person, supervisors, coworkers and any other witnesses privately and at the scene, if possible. Ask open-ended questions to get the facts without placing blame or responsibility. Repeat statements back to the individuals to ensure you have understood their meaning correctly. Request written statements from witnesses.
5. Study possible causes of the accident, and identify any unsafe conditions or acts which may have contributed to the accident. The purpose of this investigation is to determine the underlying causes that contributed so that corrective measures can be implemented to prevent others from being injured in a similar manner.
6. Ensure that all appropriate corrective actions identified in the investigation are completed.

