

Because this chapter discusses reporting and recording accidents and injuries according to ASI Standard Z16 1, the discussion is limited to disabling injuries. It should be kept in mind, however, that much can be learned from reports of accidents which result in minor injuries, or only in property damage. An investigation of these minor injuries and accidents will, in many cases, prevent a recurrence with more serious consequences.

Accident Records

Records of accidents are essential to efficient and successful safety work just as records of production, costs, sales, and profits and losses are essential to efficient and successful operation of a business. Records supply the information necessary to transform haphazard, costly, ineffective safety work into a planned safety program that controls the specific conditions and acts that cause accidents.

Records are the foundation of a scientific approach to accident prevention.

The basis for such records is contained in two ASI standards: Z16 1, *ASI Standard Method of Recording and Measuring Work Injury Experience*, and Z16 2, *ASI Standard Method of Recording Basic Facts Relating to the Nature and Occurrence of Work Injuries*. (Copies of the Standards may be obtained from the American Standards Institute.)

ASI Standard Z16 1 presents the standard method for classifying and recording injuries and for computing injury rates. ASI Standard Z16 2 provides a standard method for recording and classifying the key facts in work injuries and a recommended procedure for analyzing accidents on this basis.

The discussion on injury rates in this chapter interprets the provisions of Standard Z16 1. Details on how rates are calculated are given later in this chapter under "Formulas for Rates." The procedure recommended in Standard Z16 2 is discussed and illustrated in Chapter 12, "Accident Investigation, Analysis, and Costs."

Use of records

When kept in accordance with the standard method, records (a) provide the safety director with the means for an objective evaluation

of his safety program, (b) identify high-rate plants or departments, and (c) provide information on the accident causes which contribute most to high injury rates.

More specifically, the records may be used to

- 1 Create interest in safety among supervisors by furnishing them with information about the accident experience of their departments
- 2 Determine the principal accident sources and provide supervisors and safety committees with information about the most frequent unsafe practices and unsafe conditions so that their efforts may be concentrated where the largest reductions in accidents can be effected
- 3 Judge the effectiveness of the safety program by showing whether the accident experience is getting better or worse, and by providing comparisons with the experience of similar organizations

Steps in record keeping

There are five important steps in developing adequate information about employee accident experience:

- 1 Obtain a report on every injury, including medical treatment cases
- 2 Classify and record each injury according to Standard Z16 1
- 3 Prepare a monthly or other periodic summary report showing injury rates and the circumstances and causes of the accidents which resulted in the injuries
- 4 Analyze periodically the circumstances and causes of the accidents
- 5 Make an annual report to the National Safety Council on forms provided by the Council, for comparison with the records of similar organizations

Nearly all states require that reports be prepared for work injuries. The types of reports and the types of injuries reported vary, depending on the laws and rulings in the different states. It must be emphasized,

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