2 **Part of body**—the part of the injured person's body directly affected by the injury
3 **Source of injury**—the object, substance, exposure, or bodily motion which directly produced or inflicted the injury
4 **Accident type**—the event which directly resulted in the injury
5 **Hazardous condition**—the physical condition or circumstance which permitted or occasioned the occurrence of the accident type
6 **Agency of accident**—the object, substance, or part of the premises in which the hazardous condition existed
7 **Agency of accident part**—the specific part of the agency of accident that was hazardous
8 **Unsafe act**—the violation of a commonly accepted safe procedure which directly permitted or occasioned the occurrence of the accident event

Supplementary items of information closely related to the key facts, such as age, sex, occupation, and type of work being performed at the time the injury was incurred, are recorded and included in an analysis so that all the facts will be available for taking the proper preventive steps Contributory factors should be indicated

The principal source of information for an analysis is the supervisor's accident report (Fig 11-2 in the previous chapter) Complete data regarding all the key facts should be fully and accurately recorded on this form at the time of the accident

Injury and accident reports, however, commonly consist of a few specific statements relating to the injury plus a narrative account of how and why the accident occurred The reports vary widely in the amount of detail given and in the clarity and coherence with which the facts are presented Therefore, the analyst rarely will find the key facts—the items needed for statistical recording—precisely stated Usually, he must review all the data given in the report, select pertinent items, and fit them into a predetermined recording pattern

Identifying the key facts

Since the reliability of an analysis depends greatly on selection of the correct key facts, the analyst must have a clear understanding of the key facts and of the method for identifying them The bases on which identifications should be made are described and illustrated in the following paragraphs adapted from Standard Z16 2

Nature of injury. The type of physical injury incurred should be designated If two or more injuries were incurred and one injury obviously was more severe than any of the others, that injury should be selected For example, an injury involving permanent impairment should be selected in preference to a temporary injury If there were several injuries of different natures, such as cuts and sprains, and no one of them was more serious than the others, the term "multiple injuries" should be used

Part of body *If the injury was localized in one part of the body, that part should be named* If the injury extended to several sections of a major body part, that major body part should be named For example, if a burn affected the fingers, the hand, the wrist, and the forearm, *upper extremities multiple* should be given as the body part affected If the injury was internal, the body system affected should be named For example, drowning or asphyxia would be considered injuries to the respiratory system

Source of injury The object, substance, exposure, or bodily motion which directly produced the injury should be identified as the source of injury Sometimes an injury results from forcible contacts with two or more objects, occurring either simultaneously or in rapid sequence, and it is impossible to determine which object directly produced the injury In such cases, the source of injury should be determined as follows When the choice is between a moving object and a stationary object, the moving object should be selected When the choice is between two moving objects or between two stationary objects, the one contacted last should be selected For example, if a person fell from an elevation, struck one or more objects in the course of the fall and finally struck the floor, the floor should be named as the source of injury

If the injury resulted solely from the stress or strain induced by a free movement of the body or its parts, for example, in reaching,