

PITTSBURGH PLATE GLASS COMPANY
Chemical Division
Lake Charles, La.

INVESTIGATION AND REPORTING FOR ACCIDENT PREVENTION

OBJECTIVE

To inspire supervisors to report the facts accurately, train individual to prevent recurrence and to remove unsafe conditions, if any.

MOTIVATING PARAGRAPH

Perhaps we could have no better reason for this meeting than to improve our plant safety performance during the year 1961. I am sure any supervisor would experience a great deal of personal satisfaction if he knew his efforts had reduced accidents among his men. There is always a desire to excel or improve on the part of every ambitious person. It will reward with satisfaction and job status. Not only will management take notice, but a supervisor will grow in stature among his men. Their respect for him will increase. The management will take notice because safety or accident prevention is a part of the job. Any man who gets the job done without accidents is getting the job done efficiently. If he runs his job without accidents, it is a safe bet that all other phases of his job or department are run equally as well.

PURPOSE

The purpose of this meeting is to provide refresher training for those who have some years of supervision behind them and training for those who are new at the job of supervision. This training is intended to be an aid in prevention of accidents which is the end product of our safety program.

Not only does each supervisor want to prevent accidents among his men, but we at Lake Charles want to reduce accidents at this plant. We would like to reduce human misery and we would like to win the President's Award again. We would like certainly to be referred to as the leader in the Chemical Division of PPG and to be sure all of us would be proud to be the best in Pittsburgh Plate Glass Co.

ANNOUNCE HOW MEETING WILL BE CONDUCTED

- A. Informative session (approximately 30 minutes).
- B. Discussion and practice session (approximately one hour).

WHY ARE ACCIDENT INVESTIGATIONS REQUIRED?

Part of company policy, because the only benefit that can possibly come from an accident is the information that will help prevent recurrence.

This information is available only if it is investigated. It is a technique in prevention of accidents which is difficult to dispense with. It leads the way to all other phases of accident prevention. Without investigation of some kind, mistakes cannot be corrected. We have to know WHY mistakes occur in order to correct them. Our procedure is more formalized than most investigations. We want to do a better job than average.

This broad general policy on accident prevention is established by Management in Pittsburgh, like all other broad policies, and enforced by local management and supervision and sold to employees, using good selling techniques.

A. To provide reports to:

Foremen
Executive Safety Committee - information - communication.
Pittsburgh office and other plants.
National Safety Council.
State Insurance Board.

B. To aid in accident prevention program:

It is the basic unit of accident prevention because it is an aid to determine on the spot causes of accidents. Many foremen remove more accident causes in this manner than in any other way; maybe some do nothing more.

Actual accident experience is the best guide in prevention.

To determine if accident is industrial or non-industrial.

To accumulate statistical data.

To see that uniformity in concept and application is obtained.

To study personnel (new and old repeat cases).

To determine when an employee needs counsel or disciplinary action.

To educate employees: Safety is a state of mind - ingrained sense of responsibility. Each employee must be sold on the idea that he has an individual and personal responsibility in safety.

To give an insight on why accidents occur.

To give an understanding of conduct.

To discover training needs.

INVESTIGATING THE ACCIDENT

For best results the investigation must be made as soon as possible after the accident occurs. How soon is possible? Why?

1. Employees see that management is sincere, attaches great importance to safety and that it means business - because of certainty and promptness.
2. Before evidence is removed from scene.
3. Injured and others remember detail (may forget later).
4. Potential to injury (even when actual injury is slight) is better analyzed when details are fresh in mind.
5. Investigation is less expensive as a teaching device than accidents themselves.

SUPERVISORY ACTION DURING INVESTIGATION

1. Go to scene of accident as soon as possible.
 - a. Discuss with injured, if possible, and people who saw the accident.
 - b. Mentally reconstruct the series of events leading up to the accident.
 - c. Get assistance of injured person in analyzing the accident.
 - d. Find and name the cause of the accident.
 - e. Select a remedy for the accident cause.
 - f. Make as many notes as necessary, if desirable. (optional).
 - g. Find out if man knew safe way to do the job.
2. Supervisor should make his investigation because of his position of experience and knowledge of situational factors, familiarity with equipment and various operations.
3. Use of good judgment in collection of facts, weigh evidence, arrive at satisfactory conclusions and select effective remedies.
4. Use of best interviewing techniques, an aid in investigation:
 - a. Supervisor's action may affect behavior of injured. He may be resentful, withhold facts or just be untalkative.

CAUSE OF ACCIDENTS

A. Accidents, as they occur in the industrial plants, are usually occasioned by:

1. Unsafe acts of people.
2. Unsafe or physical conditions.

The Unsafe Act is responsible for the largest percentage...88%
(Travelers Insurance Company - National Safety Council)

For the Plant, the 1960 actual figures were:

Unsafe Acts	62.5%
Unsafe Conditions	27.4%
Unable to Classify	10.1%

The Unsafe Act is behavioristic - examples are:

Failure to follow tagging procedure; failure to warn the other fellow; driving too fast; failure to use protective equipment; using unsafe tools or equipment; taking chances to save time; working on moving equipment; horseplay, etc.

The Unsafe Act or behavioristic causes are occasioned by such factors
as:

1. Improper Attitude

- a. Disregard for instructions.
- b. Failure to understand instructions.
- c. Inattention
- d. Indifference - complacence..
- e. Impatience - haste, etc.

2. Lack of Skill

- a. Unpracticed or unskilled

3. Lack of Information:

- a. Unaware of safe practice (did not know safe way).
- b. Unconvinced that practice was unsafe, etc.

B. Unsafe Conditions or environmental causes of accidents are:

- a. Defective equipment, parts or tools due to design or wear and tear; unsafe process; poor housekeeping; illumination; ventilation, etc.

C. Reason for cause of an accident must be determined in each case.
(Act or Condition - select one).

1. Effective preventive or corrective action can be applied only when the cause is known.
2. Safety training and education can be damaging to the program when not based on known causes of accidents. If causes are not known, training and supervision can lead on wrong trail and old conditions will continue.
3. The accident pattern will not change or yield to training if program does not include known causes.
4. People are not likely to develop a new habit pattern unless they are convinced that present habits are unsafe or faulty. They may be forced to change of their own accord in order to survive in severe conditions. This has occurred in industry.
5. Advertising of types of accidents, unsafe acts, etc., are not meaningful to people if not based on known causes.

FILLING IN THE REPORT (Have blank forms for distribution)

This form is intended to assist in the analysis of the accident cause as well as to provide a record of facts. The best results are obtained only when the concept on which the form is based is applied; otherwise, efforts may be fruitless.

Importance of answering ALL questions cannot be over-emphasized:

1. They indicate facts of identification; person, date, time, location, etc.
2. A narrative description of the accident is recorded.
3. Injury is diagnosed.
4. The Unsafe Act or Condition is named specifically.
5. The reason for these are named specifically and makes the basis for remedial action.

REMEDIAL ACTION (Remedy)

Accidents can be prevented only when a practical remedy is applied correctly. We cannot profit by the occurrence of an accident unless proper remedial action is taken.

Accident investigation presupposes action, employees expect action after an investigation. They lose faith if no action is taken after a while. It is a demonstration by management of its interest and sincerity in accident prevention.

If done promptly, it has a convincing effect on the men. If it is delayed for any reason, that reason should be fully explained.

Remedies fall in four groups:

1. Engineering revision such as changing, re-designing, rebuilding, repairing, isolating, etc.
2. Persuasion, appeal, instruction, etc.
3. Placement in jobs where best fitted.
4. Discipline (when applicable) certainly is more effective than severity.

Remedial action is for the good of injured and all others. The acceptance of this philosophy by employees cannot be over-emphasized.

In conclusion, accident prevention is largely dependent on good investigation. It brings out the ??? personal factors involved in accidents ??? clears up many questions; helps injured man to understand personal factors involved in accidents, and aids in the final objective which is, ACCIDENT PREVENTION. It permits the supervisor to use the individual approach (interview) instead of the mass approach (safety meeting) and he has an opportunity to do a personal selling job; to do word-of-mouth selling, the best method known. He has another opportunity to communicate with the individual. It provides the opportunity to give a man a build-up if needed; to let him talk; to counsel with him and allow him to solve his own problems and find out what makes himself tick.

This brings us to the second section of our meeting.

EXPLANATION OF SUPERVISION REPORT FORM

Report Form

McBee Cards

American Standards Association Method

National Safety Council Manual.

PRACTICE AND DISCUSSION ON FILLING IN REPORT