

February 23, 1962

Mr. Clyde C. Ruddick, Manager
Safety and Plant Protection
Pittsburgh Plate Glass Company
One Gateway Center
Pittsburgh 22, Pennsylvania

Dear Clyde:

We have recently revised our accident investigation form and I am attaching a copy, along with cover letter to all supervisors.

The form is printed on pink paper so that it will stand out and remind everyone that this demands immediate attention. We require that all accidents be investigated and the accident investigation report be in the hands of the Safety Department within 24 hours.

The changes in this form are the results of discussions and suggestions from the supervisors themselves in training sessions. We have been using this new form for a month now and feel that our supervisors are doing a much more thorough job of investigation than they have in the past. Actually, the only changes that took place, other than the color of the paper and the rearrangement of the questions, was the addition of three new questions. These are:

1. Was this accident investigated at the scene of the accident?
2. Was the injured person present when report was filled out?
3. In your opinion, what is the reason for the attitude factor?

I feel that this last question has made the supervisor and the employee stop and think before checking "Inattention", which is by far the most popular attitude factor.

Regards,

Howard P. Nelson
Safety and Training Director

HPN:gw
attachments

BB 0013778

PITTSBURGH PLATE GLASS COMPANY
Chemical Division

Lake Charles, La.

Date: January 26, 1962

Subject: Accident Investigation
Form

To: All Supervisors

From: Howard P. Nelson *HPN*

Attached is a copy of the new accident investigation form which has been revised, based on your suggestions and recommendations at the last supervisory session which was conducted on this subject.

The first thing you will notice is the color, which is intended to make them stand out and remind everyone that this form should be handled as soon as possible. Basically, the form has just been rearranged in order to make it easier to fill out when making carbon copies.

Two questions have been added to the front of the form which should be simple to answer. The question on the rear of the form, pertaining to the attitude factor, was suggested by several supervisors and should stimulate more thinking into the underlying causes of the factors involved in unsafe acts.

This form will go into use on February 1, 1962.

HPN:gw
attachment

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PITTSBURGH PLATE GLASS COMPANY CHEMICAL DIVISION

Lake Charles, La.

SUPERVISOR'S REPORT OF ACCIDENT INVESTIGATION

The unsafe acts of persons and unsafe conditions that cause accidents can be corrected only when they are known specifically. It is the Supervisor's responsibility to FIND them; NAME them, and STATE the REMEDY for them in this report.

Name of Injured: _____ Badge No.: _____ Age: _____

Department: _____ Occupation: _____ Hire Date: _____

Time of Accident—Date: _____ Hour: _____ A. M.
P. M.

Time of first-aid treatment—Date: _____ Hour: _____ A. M.
P. M.

Time of your investigation—Date: _____ Hour: _____ A. M.
P. M.

Where did accident occur? _____
(Be specific as to location)

Was this accident investigated at the scene of the accident? Yes ☐ No ☐

If not, explain _____

Was the injured person present when report was filled out? Yes ☐ No ☐

If not, explain _____

Describe the INJURY: _____

Describe the ACCIDENT: (State what the injured was doing and the circumstances leading to the accident):

UNSAFE Condition

What was unsafe about the machine, tool, equipment, or premises? _____

WHY, IN YOUR OPINION, DID UNSAFE CONDITION EXIST?

Check ☒ one item or write answer on line 3.

1. ☐ Not recognized as unsafe condition.

2. ☐ Hidden defects.

3. _____

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UNSAFE Act

What did anyone do, or fail to do, that led to this accident? _____

WHAT, IN YOUR OPINION, WAS THE PRIMARY FACTOR INVOLVED IN THE UNSAFE ACT

Check ☒ one item or write answer on line 8.

Attitude Factors

1. ☐ Disregard for instructions.
2. ☐ Failure to understand instructions.
3. ☐ Temper
4. ☐ Nervous, excitable, etc.
5. ☐ Inattention
6. ☐ Indifference
7. ☐ Impatience
8. _____

In your opinion, what is the reason
for the attitude factor?

Lack of Information Factors

Check ☒ one item or write answer in line 3.

1. ☐ Unaware of safe practice.
2. ☐ Unconvinced that practice is unsafe.
3. _____

Skill Factors

Check ☒ one item or write answer in line 2.

1. ☐ Unpracticed or unskilled.
2. _____

COMMENTS: _____

Was any disciplinary action necessary? _____ (If so, explain) _____

Did this accident have potential to cause serious injury? _____
(If so, explain) _____

What action have you taken to prevent a repeat accident? _____

Supervisor: _____ Date: _____

Reviewed and Approved By: _____ Date: _____

| BB 0013781 |