

6—Accident Records and Injury Rates

These annual summary reports are also used by the National Safety Council to evaluate members' experience for the presentation of awards under the Council's "Award Plan for Recognizing Good Industrial Safety Records."

National Safety Council members may also, according to a vote by their section membership, establish and compete in safety contests that are administered by the Council. Monthly bulletins are sent to contestants so that they can compare their experience with other competitors. Awards are made to the leaders of the individual contests at the end of each contest year.

The concept of bilevel reporting

As mentioned earlier in this chapter, each establishment has accident problems that are different from those of establishments in other industries and, in many cases, different from those of other establishments in the same industry. No individual form or set of forms can possibly include all of the information necessary to fully investigate the causes of all accidents. With this in mind and because very long forms are rarely completed accurately and are very often received with much resistance by those persons who must fill them out, the concept of bilevel reporting has arisen.

The basic idea of bilevel reporting is that in addition to the general information contained in the standard report form (such as the Supervisor's Report Form), further facts are necessary concerning specific types of accidents. To obtain this additional data, a supplementary form, containing a few specific questions about the accident type under investigation, is prepared and made available. This supplementary form is then filled out, and attached to the regular report—only for those accidents about which the investigator is trying to obtain in-depth data.

When a sufficient number of the bilevel forms have been collected, the supplementary form is discontinued and the results can be analyzed. In this way, a minimum of time needs to be spent by the persons who fill out the forms in order to obtain useful information. Several bilevel forms, each a different color for easy handling, can be used at any one time. They can be discontinued when their job is done and replaced by other supplementary forms, while the basic report form

remains unchanged and in use.

ANSI Z16.1 and OSHA Recordkeeping

During the period that industry is becoming accustomed to the OSHA recordkeeping system, no link to historical records and therefore measures of progress or lack of it will be available. The National Safety Council, at this time, supports the maintenance of American National Standard Z16.1 records by establishments, at least until the OSHA recordkeeping stabilizes. Also many people feel that ANSI Z16.1 should be retained because OSHA recordkeeping does not provide an adequate measure of the severity of accidents.

Work on the ANSI Z16.1 standard dates back to Bulletin No. 276, "Standardization of Industrial Accident Statistics," published by the U.S. Bureau of Labor Statistics in 1920. Although developed by a body representing governmental statistical agencies, the rate provisions of this Bulletin were widely followed in whole or part by private agencies. At a national conference on Industrial Accident Prevention, called by the U.S. Secretary of Labor in Washington in 1926, a resolution was adopted in favor of a revision of Bulletin 276 by a committee set up under the procedures of the American Standards Association (presently the American National Standards Institute). As a result of the work of this committee, the first edition of this standard was completed and approved in 1937 as Z16.1-1937. Since then this standard has been reviewed and revised.

Using the forms presented in this chapter, ANSI Z16.1 records can be easily kept along with OSHA records. By using a simple device, such as a red check mark or asterisk alongside OSHA Log entries to indicate the ANSI Z16.1 cases, little effort will be necessary to go to the individual reports and obtain the data for making annual summaries of ANSI Z16.1 cases.

ANSI Z16.1 Recordkeeping and Rates

Safety performance is *relative*. Only when a company compares its injury experience with that of similar companies, or with that of the entire industry of which it is a part, or with its own previous experience can it ob-