To download an Employee Accident Report Form:
On the Plattsburgh State webpage, select “Faculty and Staff”, then “Human Resource Services, “Forms”, and Employee Accident Report. Or type the following directly into your browser:
http://www.plattsburgh.edu/offices/admin/hr/files/emp_acc_rep.doc

HRS Fax number: 5060
EHS Fax number: 5082
UP Fax number: 4025

References:
Document 6607: Reporting Accidents
Human Resource Services Employee Accident Reporting Instructions
SUNY Plattsburgh Fleet Management Policy
NYS OGS Bureau of Risk & Insurance Mgmt. Accident Reporting Procedures.

Environment, Health & Safety
Beaumont Hall Room 111
State University of New York
College at Plattsburgh
101 Broad St.
Phone: 518-564-5009
Fax: 518-564-5082
E-mail: ktait001@plattsburgh.edu

Environment, Health & Safety
Beaumont Hall Room 111
(518) 564-5009

Accident Reporting

Accident reviews are necessary to identify the causes of accidents and to implement corrective action. Supervisors shall immediately investigate and report all occurrences (near miss, accidents, illnesses, fires) with a written report.

Supervisors can help improve accident reporting in several ways:
1. Train employees to complete Safety Checklist when picking up vehicles and to report all incidents.
2. Emphasize the importance of reporting incidents in regular meetings with employees.
3. Take action on all incidents immediately.

4. Crime, fire, property or vehicle damage, serious injuries or workplace violence must be reported to University Police (2022).
5. If safety sensitive positions are involved, contact HRS (5062).

After taking care of any injured persons, start your review.
Safety is NO Accident!

POST-ACCIDENT CHECKLIST
Immediately after an accident, have you:
- Provided emergency medical assistance to anyone who is injured or ill?
- Taken any necessary emergency action to prevent further injury or property damage?
- Secured the scene to preserve any evidence or contacted UP to collect any evidence for study?
- Taken photos or measurements, if needed?
- Interviewed witnesses to determine what happened?
- Filed other required reports?
- Notified University Police if a crime, fire, property or vehicle accident, serious injuries or workplace violence occurred.

Once the review has been completed, an analysis should be done and action taken to help prevent recurrence of the same type of incident. A team approach with trained reviewers can be helpful.

Use the laminated Causal Factors and Corrective Actions ZAP Safety Tool to determine root causes of the incident and corrective actions. Use a dry erase marker to note your findings, photocopy the completed form, and fax it with your completed accident report or when your review is complete. Reuse the Causal Factors Tool by wiping it clean with a tissue.

Interviewing Tips

- Put the person (victim or witness) at ease. Reassure them that this is a fact-finding process only. Remind them that these facts will be used to prevent a recurrence of the incident.
- Take Notes. Ask open-ended questions—“What did you see?”, “What happened?” or “Please describe…”
- Do Not make suggestions or help if a person is stumbling over a word or concept.
- After the person has provided their explanation, close-ended questions can be used to gain more detail—“Where were you standing?”, “What time did it happen?” or questions that can be answered with a “yes”, “no”, or direct answer.
- Do Not ask leading questions—“Why was the forklift operator driving recklessly?”
- Decline offered reasons, excuses, or explanations politely and remind the person to stick to the facts.
- Summarize what you have been told and correct any misunderstandings.
- Ask the witness/victim for recommendations to prevent recurrence.
- Ask witnesses for a written, signed statement.

Does your Accident Report include this information?
- Name of injured employee(s)
- Accident date and time
- Nature and extent of injury/illness
- Location of accident
- Witnesses and their activities at the time
- Description of accident
- Events preceding accident
- Task engaged in at time of accident
- Equipment/materials involved in accident
- Physical surroundings of accident
- Unsafe acts that could have led to accident
- Cause(s) of accident
- Recommendations?

Environmental Causal Factors
- Housekeeping
- Ergonomic Factors
- Equipment or Process Stability
- Equipment Guarding
- Equipment Design
- Worn or Damaged Tool

Behavioral Causal Factors
- Mental Focus
- Failure to Wear Required Protective Equipment
- Failure to Follow Safety Rule
- Right Tool for the Job
- Job Skill
- Physical Capability
- Latent Physical Capability

Have you:
- Determined the cause(s) of the accident?
- Made recommendations and action plans?

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