

## **ACCIDENT PREVENTION**

### **A. Introduction**

Accidents are unplanned events that disrupt our planned activities. Many accidents cause personal injury and/or property damage. A near-miss is still considered an accident even though no injury to persons or damage to a property results. The reason for this is that the potential to inflict injury or damage does exist. Company employees are expected to take part in the following accident prevention program. This plan will help prevent accidents by going after the causes of potential accidents. The accident prevention program consists of three basic parts: employee training, accident reporting, and accident investigation and follow up.

Employee safety training will be done on a weekly basis. Topics will be chosen in order to teach proper methods and techniques of different tasks. Employees will be familiarized with all potential hazards associated with such jobs and how to best attack the job in a safe manner. Employees will learn to keep safety in mind at all times and to use common sense along with personal experience to make our jobs accident free.

All accidents will be reported to the office as specified in this document and in our standard operating procedures. Employees are also expected to report near misses and potential hazards. Suggestions and ideas for making jobs and tasks safer will be welcomed by management.

All accidents will require reporting on our accident investigation report as well as on the OSHA 300 forms. Accidents will be investigated and causes of such accidents will be eliminated in order that they don't happen again.

### **B. Safety Training and Specific Training**

1. Weekly safety meetings and training sessions are based on the material outlined in this Health and Safety document.
2. Training will include information on recognizing and eliminating unsafe conditions.
3. Safety meeting reports will be filled out and filed in the office for future reference. These reports include: The date and time of the meeting, discussion leader, topics and/or specific training given, names of all persons attending, and meeting notes comments, and suggestions.
4. Specific training will be documented on specific training reports and these reports will be kept on file. These records will include name, date of training, training topic, discussion leader (s), training method (s), material used, books and materials used, and signatures of both trainer and trainee.

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5. Specific training will be geared to compliance with OSHA/VOSHA standards. All training material is outlined in this Health and Safety document. This document will be copied and distributed to all employees. Employees will be expected to read this document and understand its contents. Safety meetings and specific training will help achieve this goal. Management will be expected to explain and clarify this material to any employee who seeks assistance. Employees are urged to ask questions and make suggestions. Some of the major topics that will be covered by specific training will include the following:

- a. Confined space entry
- b. Excavations
- c. Hazard communication
- d. Ladders and Scaffolds
- e. Miscellaneous jobs and task as outlined in this document

### C. Accident Reporting

1. All accidents will be reported to management in written documentation. Accidents where personal injury occurs must be reported on the appropriate OSHA forms.
2. Any near-miss accidents will be reported to the office. Unsafe conditions or potential hazards must be reported immediately so that prompt action can be taken to avoid injury to persons or damage to property. Suggestions for making improvements in safety will be welcomed.

### D. Accident Investigation

1. All accidents will be reported on the accident investigation report.
2. All accidents will be investigated to determine their cause.
3. All problems/hazards found as the result of the investigation will be corrected immediately. The corrective course will be documented.