Incident Reporting & Investigation
HCC Health & Safety Policy

😊 Hazard reporting
😊 Incident reporting
😊 Incident investigation
Hazard Reporting

😍 Maintenance request
  ✩ HCC Maintenance Service Request (Forms Online, Business Office Forms)

😍 Hazard reporting form
  ✩ HCC Hazard Reporting Form (Forms Online, Safety Forms)

😍 Phone call to Chulee, Lorri, or Ken
Incident Reporting

😊 Incident = event that adversely affects the completion of task
- Injury or no injury
- Property damage or none

😊 Accident, mishap, near-miss
Incident Reporting

😊 Report immediately or within the same day

† UH Form 29 “Accident, Injury, & Illness reporting” (Forms Online, Personnel Forms)
† “HCC Incident Report” form
Injury-causing Incident

😊 Minor injury
   ✩ Call Health Office immediately
   ✩ Accompany injured person to Health Office

😢 Serious injury
   ✩ Call 911
   ✩ Follow HCC Emergency Procedure
HCC Emergency Procedure

😊 Call 911
- Type of emergency, victim’s condition, location, best access
- Stay with victim

😊 Call Security, 284-1270 (cell)
- If no answer
  - Weekday, call 845-9142 OR
  - Call Ken, 294-9123 (cell)
Work-related Fatality

😊 Incident involving an employee’s death or three or more employee hospitalized must be reported to HIOSH within 8 hours

😊 Call Ken Kato immediately, 294-9123 (cell)
Incident Investigation

😊 Find out the causes even when there is no injury or property damage

📍 What happened?
📍 Appropriate working & safety procedures?
📍 Working & safety procedures followed?
📍 Equipment/tool problems?
📍 Adequately trained?

😊 Correct hazards/behavior

😊 Document investigation & corrective action
Incident Investigation Forms

😊 UH Form 29 or
😊 HCC Accident Investigation Form (Forms Online, Safety Forms)
Identifying the Root Causes

**Unsafe Conditions:**
- Why did it exist?
- Why had it not been noticed and corrected?
- Who was responsible for it?
- How should it be corrected?

**Unsafe Acts:**
- Why was it being done this way?
- What other ways could it be done?
- Why was the behavior allowed?
Thank You