

By: Steve Chase-Circuit Rider

July 2013

## **REPORTING INCIDENTS AND NEAR MISSES**

A safe workplace starts with you. Immediately report safety-related incidents and near misses in which you are involved. A near miss is an incident that did not result in any personal injury, property damage, or production interruption. It is a very important indicator of potentially harmful future accidents. The reporting of a near miss is not an admission of guilt or error, but rather a method of identifying future problems.

If you witness an injury, send someone for help if necessary. Help and reassure the victim, but do not move an injured person unless the threat of further injury exists. Exercise caution in these situation to avoid injuries or exposure to blood-borne pathogens.

If feasible, do not move anything in the area of the incident. Report the appropriate person quickly and clearly. Offer to help in any way you can. Prompt action can help protect you or a co-worker.

Be sure to report all near misses. The next occurrence could cause an injury unless preventive action is taken. Try to determine what caused the incident and whether safety procedures were followed. A few moments of attention now can prevent future injuries. Do your part to reduce injuries by :

- Learning how to prevent dangerous situations.
- Using safe practices.
- Reporting incidents and near misses.
- Learn to recognize when you've had a near miss. Anyone who has thought, "That was a close call!", has had one.
- Always report near misses as soon as possible. A near miss one time could be an injury incident the next time.
- Inform supervisors of unsafe acts or unsafe conditions immediately.
- Don't take shortcuts. Follow safety rules and procedures to help prevent near misses and injury incidents.

Supervisors need to investigate reported near misses and note corrective action taken or recommended. Management will review the report to ensure the proper corrective action is implemented to prevent occurrence. The value of reporting is to learn from our mistakes. Accidents are caused by unsafe acts and conditions, or a combination of both. Investigation, analysis, and interpretation of the facts surrounding accidents and near misses are used to prevent them from happening again. Completed reports provide answers to the question of where, when, who, how, and why it occurred.

Content Source: Occupational Health and Safety Administration (OSHA ) (Users of Safety Talk are advised to determine the suitability of the information as it applies to local situations and work practices and its conformance with applicable laws and regulations).

## ACCIDENT REPORTING

### THE LAW

Reporting of Injuries,  
Diseases and  
Dangerous  
Occurrences  
Regulations 1995

### GUIDANCE

#### Definitions:

#### Accident

An event that is not expected to occur and it causes a loss of some type.

#### Incident

An event which requires a response beyond the routine, resulting from uncontrolled developments in the course of any operation or work activity

#### Dangerous Occurrence (Near Miss)

An unplanned and undesired act or event that did not result in an injury or loss but had the potential to. e.g. tool falling from scaffold narrowly missing passer-by.

### WHY DO WE REPORT ACCIDENTS?

Accidents and injuries need reporting because:

- There is a legal requirement to do so.
- They need to be investigated to determine cause.
- Unless there is a record of what's going wrong, we can't work to put things right.
- Accident figures can be used to set future goals and performance targets.

### WHAT ARE THE RISKS?

Some incidents require reporting to the Health & Safety Executive under RIDDOR, if this is not done, or not done in a timely manner with all the correct information this may lead to the HSE investigating practices, with the possibility of further action taken against by the HSE.

Also with the ever-increasing emphasis on personal injury claims, it is importance to collect all relevant facts about the incident – not only to protect the company, but to also ensure that valid claims are dealt with quickly and compassionately to minimise human suffering and loss of earnings.

### WHAT DOES THE LAW SAY?

RIDDOR 1995 covers all work place accidents that incur more than 7 days lost time (including weekends) as well as some serious events such as, broken bones, fractures, gas explosions etc.. a full list is available on

[www.hse.gov.uk/riddor/guidance.htm](http://www.hse.gov.uk/riddor/guidance.htm)

Accidents are also to be investigated internally so that root causes can be identified and addressed, as well as lessons learned rippled throughout the company.

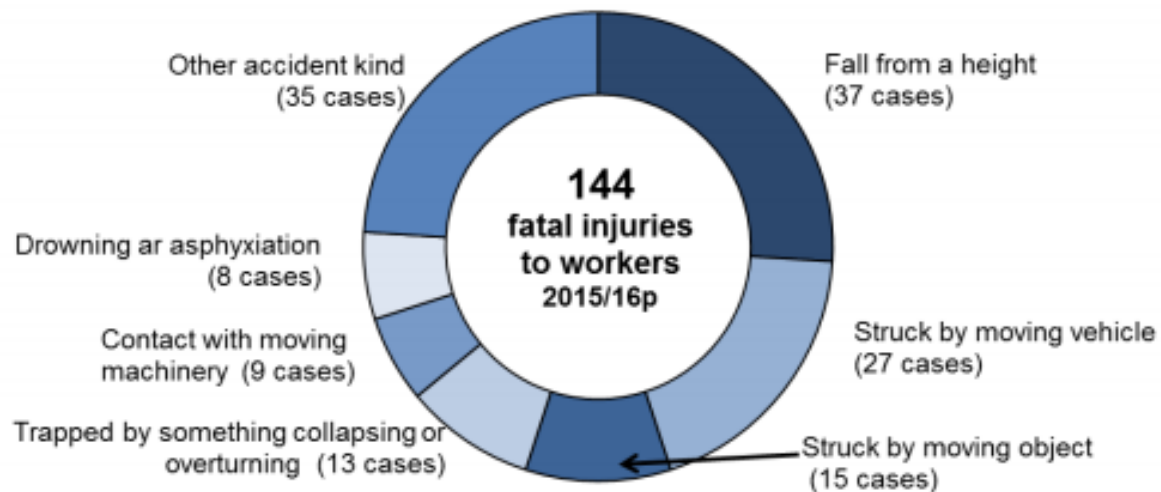
**FOR FURTHER ADVICE CONTACT YOUR HEALTH AND SAFETY ADVISOR**

# By reporting accidents trends can be identified and lives can be saved

## Fatal Injuries

Three-quarters of fatal injuries in 2015/16 were accounted for by just 6 different accident kinds, similar to earlier years.

**Figure 1: Fatal injuries to workers by accident kind 2015/16p<sup>4</sup>**



**Source: RIDDOR**

- Just over a quarter of all fatal injuries (37 cases) were accounted for by fall from a height.
  - 18 of the fatal falls occurred in the construction sector, 7 in the agriculture, forestry and fishing sector and 4 in manufacturing.
- Being struck by a moving vehicle accounted for around a further 20 percent of workplace fatalities (27 cases)
  - These deaths occurred across a range of industries including the transportation and storage sector (6 cases) and the agriculture, forestry and fishing sector (4 cases).
- Of the 35 deaths accounted for by other kinds of accident:
  - 7 were accounted for by exposure to an explosion (6 of which were in the manufacturing sector)
  - 6 were accounted for by contact with electricity or electricity discharge (4 of which were in the construction sector)
  - 3 were accounted for by exposure to fire
  - 3 were accounted for by being injured by an animal (all in the agriculture, forestry and fishing sector).

# **Cherry Hill Glass**

## **Safety & Health Policy**

It is the policy of Cherry Hill Glass to provide a safe and healthful workplace for our employees and to observe all State and Federal Laws and Regulations.

We have and will continue to maintain a safety and health program designed to train our employees to follow safe practices, and to recognize and correct unsafe working conditions.

Safety is a part of each employee's job. Active participation and adherence to the Safety Program is a condition of each employee's employment. No employee is required to work at a job that he or she knows is not safe. Therefore, we must work to make every workplace safe by detecting and correcting unsafe working conditions, as well as the detection of unsafe work practices.

Our Safety Policy has equal importance with Cherry Hill Glass policies of providing the best quality and most productive service in our industry.

It is our goal to completely eliminate accidents and injuries. Because of the many different hazards of our industry, we must maintain a constant safety awareness to achieve this goal.

---

Kevin O'Neill  
President

# **Cherry Hill Glass**

## **Safety Policies and Procedures**

### **Manual**

#### ***Foreword***

This manual has been developed for the protection of all employees and to help keep Cherry Hill Glass free of accidents and injuries. It can only serve you if you use it. Each employee is required to read it through and sign the Acknowledgement of Receipt and return it to the office.

Set forth in this manual is a set of instructive safety rules and procedures for you to use to enhance safety performance on your job. It covers many fundamentals of accident prevention, but no single manual can be complete, and from time to time new rules or revised rules may become necessary. These new rules or revisions will be issued to you to insert into this manual.

If you have any questions, ask your Supervisor or the Safety Director for assistance. Failure to comply with the safety rules or policies may result in disciplinary action or possible discharge from your job.

It is important that all members of management provide the leadership necessary to comply with safety requirements willingly and set a good example for all employees. Believe that safety serves your best interests.

If you have any questions, voice them at the right time and place, but don't hamper the program by complaining and balking when it only will do harm. More than anything else, safety is an attitude. The most effective training for all concerned is the day to day example we set for one another.

# Safety Program Objectives

The success of the Cherry Hill Glass Safety and Health Program depends on the sincere, constant, and cooperative effort of all company officials, management, and employees. Our active participation and support of the safety program and implementation of its procedures will make it a success.

## Annual Review

The following objectives and goals have been established to gauge the success of our program, as a minimum guideline, and will be reviewed annually by the Safety Director to evaluate the company's safety performance:

## Objectives

1. To provide a safety and health program consistent with good operating practices and maintain compliance with applicable safety and health regulations.
2. To reduce the number of accidents to an absolute minimum, surpassing the best experience of others in our field of operation.
3. To create an attitude of safety consciousness in management, supervision, and employees: We will establish a spirit of cooperation and teamwork throughout all operations regarding all health and safety matters.

Our goal is to create a work place free from accidents and have an atmosphere where employees look out for each other while performing daily tasks, and speak up to each other if they see a safety issue.

The successful implementation of this manual will largely depend on the enthusiasm and common sense of each employee, supervisor and management representative.

## **Assignment of Responsibility**

### **Executive Management**

Kevin O'Neill , President of Cherry Hill Glass, will oversee the administration of the safety and health program of the company along with all members of management. Each member of management must be committed to providing a safe and healthful place of employment for all employees at all times. In addition, it is a primary goal of the company's administrative management to comply with all applicable State, Federal, and local safety and health regulations. The company will rely upon the involvement and participation of all management representatives to fulfill their individual responsibilities in the administration, coordination, and implementation of the Company safety and health program.

It is without question that executive management would hope that all employees comply with the Cherry Hill Glass Safety and Health Program voluntarily. However, as the Company and management will be held accountable by the various governmental regulations, they must also hold all employees accountable. Should any individual employee fail to comply with their responsibility for the safety and health of their workforce, they will and must be held accountable within the guidelines and restrictions of the disciplinary program outlined within this program.

### **Safety Director Responsibilities**

The Safety Director will advise company management as well as the supervisors, and employees of unsafe conditions, and problems related to accident prevention and recommendations for safety and health.

The Safety Director will assist and advise management and supervision in how best to provide a safe work environment, necessary safety equipment needed on the job, safety training that may be required, or sample safety inspections in the interest of accident prevention.

The duties of the Safety Director will include but are not limited to the following activities:

1. The development and administration of the company safety and health program.
2. Development of methods and procedures for the implementation of the program.
3. Provide support and direction in the training and development of

personnel.

4. Monitor the implementation of the program and develop means of accountability for the enforcement of the program.
5. The Safety Director will publish and distribute the minutes of any safety meetings to appropriate management staff.
6. Monitor the supervisors' performance in the investigation of accidents and documentation.
7. Monitor corrective action to prevent recurrence.
8. Periodically monitor "worksite" safety performance and maintain records of and review safety reports submitted by the supervisors.
9. Assist in the preparation of safety and health bulletins, posters, and publicity as needed.
10. Monitor the workplace to insure that first aid facilities, requirements, and emergency transportation are in compliance with the applicable laws and requirements.
11. Make periodic safety inspections, and initiate the corrective action necessary to eliminate or control the unsafe conditions and/or unsafe acts observed.

In the event of a serious hazard posing imminent danger to any worker, the Safety Director shall have the authority to "STOP" that phase of work.

12. Prepare monthly reports on safety surveys, safety meetings, and review accident statistics to evaluate accident causes and to compare severity and frequency rates against accepted norms and the prior record.
13. Prepare, develop, and monitor the company emergency procedures.
14. Accompany OSHA Compliance Engineers during their inspections and document results.
15. Monitor and assist company management in the review of accident reports to ensure that they are timely and contain an unbiased and thorough evaluation of each incident or accident.
16. Establish and maintain an effective driver training and licensing program for drivers of company vehicles.



17. Review and recommend provisions for compliance with OSHA standards in plans and specifications for new bids, repairs, or modifications of company operations. Determine the need for and recommend types and sources of safety equipment essential for specified hazardous jobs.
18. Fully utilize all assistance available from Federal and State labor departments, insurance carriers, and safety councils on matters pertaining to safety and health.
19. Investigate accidents, especially those which result in serious or fatal injuries to employees or the public, or where significant liability claims may be made against the company.

### **Supervisor's Safety Responsibilities**

Each supervisor has the full responsibility for the safe actions of their employees under their control and the safe performance of machines and equipment within their operating area. The full potential of an effective safety program can only be realized when all levels of supervision cooperate in all phases of the program. The following is a list of responsibilities of each Supervisor:

1. Assume full responsibility and authority to enforce the provisions of the Employee Safety Manual.
2. Assume full responsibility for the safe and healthful working areas for his employees while they are under their jurisdiction.
3. Be fully accountable for preventable injuries, collisions, and liabilities caused by their employees.
4. Make sure the necessary safety equipment and protective devices for each job are available, inspected, used, and maintained properly.
5. Take the initiative in recommending correction of deficiencies noted in work procedures, equipment, facilities, employee job training, or attitudes that adversely affects our efforts to control accidents and injuries.
6. Be firm in the enforcement of work policies by being impartial in taking disciplinary action, as defined in this safety manual against those who fail to conform.

And at the same time each supervisor is encouraged to be prompt with positive recognition to those who perform well.

7. Ensure that each employee is fully trained for the job he or she is assigned to do, that each employee is familiar with published procedures and work rules, and that each employee certifies in writing that he or she understands compliance is mandatory.
8. Continually observe and evaluate job conditions and work procedures to detect and correct any unsafe conditions and/or unsafe work practices.
9. Periodically meet personally with each employee to review and discuss safety policies and procedures that pertain to their job and the operations. These meetings should be documented as training sessions in the employee's file.
10. Fully cooperate with the Safety Director, Insurance Company Safety Personnel and OSHA Compliance Officer's in shutting down operations considered to be an imminent danger to employees, or in removing personnel from hazardous jobs when they are not wearing or using prescribed protective equipment.
11. Attend any management Safety Meetings when held and participate in the promotion of safety awareness.
12. Encourage their employees to participate in the recognition, correction, or reporting of any safety or health problems *without fear of reprisal*.

### **Employee Responsibilities**

All employees are required, as a condition of employment, to develop and exercise safe work habits in the course of their work to prevent injuries to themselves, their fellow workers, and conserve material resources and time.

The items listed below are part of the employee responsibilities as outlined by the Cherry Hill Glass Safety Director. However, they are only minimum guidelines. It is important that each employee assist in the safety program. For failure to do so will mean that disciplinary guidelines will be implemented.

1. Promptly report to their supervisor all accidents, near misses and injuries occurring within the course of their employment.
2. Cooperate with and assist in investigation of accidents to identify correctable cause and to prevent reoccurrence.
3. Promptly report to their supervisor all unsafe actions, practices, or conditions they observe.

4. Become familiar with and observe approved safe work procedures during the course of their work activities.
5. Keep work areas clean and orderly at all times.
6. Avoid engaging in any horseplay and avoid distracting others.
7. Obey all safety rules and follow published work instructions.
8. Wear protective equipment when working in hazardous areas or jobs, and/or as required by supervision.
9. Inspect all equipment prior to use and report any unsafe conditions to your supervisor immediately.
10. Submit any suggestions for accident prevention, without fear or reprisal, which may assist in improving working conditions or work practices to your immediate supervisor.
11. Refrain from talking on the phone or texting while working and operating equipment, etc.
12. Inspect all PPE before each use, and remove any damaged equipment from use with guidance from supervisor.

