

Incident/Accident Report Writing

Incident/accident investigation reports must be well written, as they are the basis for implementing corrective action and preventing similar events from happening again.

MIOSHA Recordkeeping Requirements

- ◆ Injuries/illnesses must be recorded if they result in any of the following:
 - Death
 - One or more lost workdays
 - Restriction of motion or work
 - Loss of consciousness
 - Transfer to another job
 - Medical treatment beyond first aid
- ◆ Specific reporting requirements relating to a mishap:
 - Obtain a report on *every* injury requiring medical treatment
 - Record each injury on the organization's accident report form
 - Prepare a supplemental occupational injuries and illnesses record on the MIOSHA Form BWC-100, or on the workers compensation report
 - Prepare an annual MIOSHA Form 200 (keeping the names of the injured private) and post this form for the entire month of February
 - Maintain the records in the organization's file for five years

How to Collect and Write the Report

- ◆ Facts
 - Present the facts in a logical sequence
 - Also include information that appears factual but cannot be proven
 - Eliminate the unsupported hypotheses
- ◆ Analysis
 - Weigh all the facts, conditions, circumstances, and inferences to develop a conclusion
 - Information is *not* added in this section of the report
- ◆ Conclusion
 - Only information that can be supported by the analysis step is included in this section of the report
 - The conclusion is written based on the available information — what is known and what is not known

Incident/Accident Report Writing *(continued)*

How to Collect and Write the Report *(continued)*

- ◆ Recommendations
 - This section is the reason for the entire investigation process
 - Specific recommendations are the basis for specific corrective actions, which prevent additional incidents
 - Do *not* combine recommendations — specific recommendations permit individual assignments for corrective actions
- ◆ Records
 - Maintain a file on each incident
 - Keep all records, purchase orders, and work orders associated with each recommendation in the file
 - A file is closed out only when all of the corrective actions have occurred
 - Keep the number of copies of the incident report restricted — three at most — circulate the report on need-to-know basis, *not* to curiosity seekers

Report Writing Hints

- ◆ Write the summary after the rest of the report is completed
- ◆ Back up the summary with facts in the body of the report
- ◆ Use drawings
- ◆ Avoid using jargon unless it is needed to understand what happened
- ◆ Record the information as you receive it — do not let it pile up