



**Safety  
Trainer**

## **ACCIDENT PREVENTION FOR SUPERVISORS**

### **Three Routes to Accident Prevention**



#### **Analyze your operations and workplace.**

- Do a hazard analysis for each job.
- Review your use of hazardous chemicals.
- Study the layout of workstations.
- Analyze worker duties for ergonomic risks.
- Do a safety check of all equipment.
- Inspect your facility for layout hazards.
- Review your worker training program.
- Always enforce safety rules.
- Make any changes indicated to reduce hazards.
- Investigate all near misses and accidents.



#### **Investigate all near misses and accidents.**

- Review your record of injuries and illnesses.
- Report all near misses as well as actual accidents.
- Study the cause of all near misses and accidents.
- Don't try to assess blame.
- Try to get down to root causes.
- Take corrective action to eliminate safety hazards.



#### **Train workers about safe work rules and practices.**

- Workers need training before they start a job, whenever the job is changed, and whenever a need for refresher training is observed.
- Required personal protective equipment (PPE) is exactly what the words say—it is required at all times—no exceptions.
- Safety rules are designed to protect everyone. Ask if you feel there is no reason for a particular rule. Perhaps it needs to be restudied or changed—or perhaps you will discover it is a very necessary safeguard.
- Safety rules will be enforced—there will be progressive discipline, including suspension or even dismissal, for repeat or serious violations.



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## NEAR-MISS CHECKLIST

### Get it all down with this Near-Miss Checklist

If an accident at your worksite causes a serious injury, you're certain to hear about it. Unfortunately, at that point it's too late to do anything but react. If you want to get a handle on hazards before someone gets hurt, you need workers to understand, report, and investigate near misses.

Do your workers know to immediately report near misses to their supervisor? And that the purpose of such reporting is to prevent more serious incidents, not to assign blame?

Here's a checklist of additional questions to help you use near misses to identify and address hazards proactively.

#### Do workers reporting a near miss immediately complete a reporting form that captures:

- The job task that was being performed at the time of the incident?
- What happened?
- Where and when it happened?
- The equipment or material involved?
- The individuals who were present?

#### A near-miss investigation should try to identify all factors that were involved in the incident, including (but not limited to):

- Equipment malfunction or failure
- Equipment in need of repair or maintenance
- Facility factors, like poor visibility, damaged walking/working surfaces, or slip-and-trip hazards
- Operator error
- Unauthorized personnel in a work area or performing a job task
- Production pressures
- Failure to take time to do the job properly
- Failure to inspect equipment or missed inspection items
- Inattention
- Horseplay
- Lack of training



**A near-miss investigation should also note:**

- Any warning signs observed before the incident
- The consequences
- What the consequences might have been, including property damage, injury to workers, coworkers, or members of the public

**To prevent future incidents, workers and supervisors should brainstorm:**

- Engineering interventions, such as additional guards, repairs and maintenance, stronger materials (for example, ropes and connectors), ventilation, fire prevention, and similar passive devices;
- Work practice controls like written safe work practices, permit procedures, or inspection requirements;
- Training interventions that identify the hazard, safe work practices, and other valuable information; *and*
- Personal protective equipment that could minimize the risk to workers.



## Safety Trainer

# ACCIDENT PREVENTION FOR SUPERVISORS QUIZ

1. It is important to find out who is to blame for any accident.  
a. True                      b. False
2. The only punishment for breaking a safety rule should be a warning.  
a. True                      b. False
3. Nothing can be done about hazardous chemicals except to wear proper personal protective equipment (PPE).  
a. True                      b. False
4. Studying injury and illness records is one way to prevent accidents.  
a. True                      b. False
5. Management encourages good housekeeping so visitors will be impressed.  
a. True                      b. False
6. Sustained or awkward positions, vibration, and repetitive motions are all possible causes of ergonomic injuries.  
a. True                      b. False
7. If you think a rule is unnecessary, it's OK to ignore it.  
a. True                      b. False
8. It's up to management to prevent accidents.  
a. True                      b. False
9. Once a worker becomes experienced on a job, most machine guards are unnecessary.  
a. True                      b. False
10. You don't have to report an accident unless there is an injury.  
a. True                      b. False

When you have completed this quiz, turn it in to your supervisor.

Name: \_\_\_\_\_ Date: \_\_\_\_\_



## **ANSWERS TO Accident Prevention for Supervisors QUIZ**

- 1. b. False.** The important goal of accident investigation is finding the root causes of the accident so corrective action can be taken.
- 2. b. False.** Of course, a worker should be warned if he or she breaks a safety rule, but, if the action is repeated, progressive discipline such as suspension or even termination may be called for.
- 3. b. False.** It may be possible to substitute a less hazardous substance. In other cases, engineering controls like better ventilation will reduce the risk.
- 4. a. True.**
- 5. b. False.** Of course, appearance is important but, more important, sloppy housekeeping is a frequent cause of accidents.
- 6. a. True.**
- 7. b. False.** Ask about the reason for the rule. You may learn that it is very important, or discussion may show that it should be changed because it is no longer necessary.
- 8. b. False.** It's up to both workers and management to prevent accidents.
- 9. b. False.** Guards help prevent accidents—even the most experienced workers can have accidents.
- 10. b. False.** It's very important to report near-misses and no-injury accidents. It helps us identify risk factors and prevent future accidents that could be very serious.