



# Serious Injury or Fatality Packet

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## Checklist Following A Serious or Fatal Accident

The death of an employee is a traumatic event, and there are several things to think about after the initial emergency response. The following is a quick guide on what is required and resources to assist.

### On the day of the incident:

1. Emergency services may provide additional guidance, including access to a coroner if needed.
2. Secure and preserve the accident scene and limit access to those who are not authorized to be there. [WAC 296-800-3210 Preserving Evidence at the Scene of an Accident](#). The scene should be preserved until officials have completed their work.
3. Notify company executives/owners.
4. Determine who within your organization is “in charge” of scene and will serve as the direct contact of information.
5. Notify [Labor & Industries within 8-hrs or sooner](#). Phone number 800-4BE-SAFE.
6. Determine who will notify immediate family members and confirm it will be done with tact and good judgement. Prepare a plan to notify your workforce before they hear about it from external sources.
7. Notify your ERNwest safety and loss control manager 800-433-7601.
8. Document the accident scene, including the equipment or process involved, through photos, videos, written observations, sketches, diagrams, measurements, etc.
9. Collect the names and contact information of all witnesses including employees, management, or the general public. Be sensitive to the emotional impact this event may have on your team.
10. Consider releasing workers to go home after they have provided their statement.
11. Offer counseling assistance to affected employees. Employee assistance programs, hospice, hospitals and the [Washington State Chaplain Corp](#) may be a good resource.
12. Prepare for the possibility of media inquiries. Make sure all employees know to refer these inquiries to the official company contact assigned above as the only person allowed to make statements to media. Consider hiring a crisis communications consultant such as: [Sound Counsel Crisis Communications, LLC](#) (206) 489-5620

### During the next few days:

1. Complete a thorough accident analysis per [WAC 296-800-320](#)
2. Once major contributing factors are known, take steps necessary to help prevent future injuries and illnesses. This may include employee and management training, system changes, procedure changes, accountability systems, etc.
3. Stay in contact with the family members of the injured. Offer counseling resources and help explain any benefits that may be provided. Consider sending condolence cards, flowers or assisting with meals and other efforts to help them through this difficult time.
4. Continue to offer counseling assistance to employees. Coach your supervisors about the potential psychological impact this can have on employees and equip them with knowledge and tools to support.
5. Inform employees about injury causes and steps taken to prevent future occurrences.

## Incident Analysis Guidelines

The purpose of an incident analysis is to find the cause of an incident and prevent further occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.

- If possible, interview injured workers at the scene of the incident and “walk through” a re-enactment. Be careful not to repeat the act that caused the injury.
- Privacy is important during interviews. Interview witnesses one at a time. Talk with anyone who has knowledge of the incident, even if they did not actually witness the mishap.
- Record names, addresses, and statements of witnesses. Consider taking signed, dated statements if facts are unclear or an element of controversy exists.
- In major injuries, use sketches, diagrams and photos to document details graphically. Take measurements when appropriate.
- Identify the circumstances preceding and surrounding the injury--what were the underlying and contributing causes, as well as immediate causes?
- What physical hazards existed at the time of the incident, such as unprotected openings, poor housekeeping, slippery surfaces, protruding nails, etc.?
- Were defective tools, equipment or materials provided to or used by the employee(s)?
- Was personal protective equipment (PPE) not provided? Was PPE defective, not used, or used improperly? Was PPE needed?
- Did unsafe work practices contribute to the injury, including improper lifting, handling of materials or equipment failure?
- What safety rules or safety training might have prevented the incident?
- If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claim costs.

### Incident Analysis Discussions:

Did you discuss the details of the incident with the injured employee’s supervisor and obtain names of witnesses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you get statements from all witnesses with information (directly or indirectly) concerning the incident/injury?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you analyze the safety measures that were in force at the time of injury?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you analyze whether or not equipment or mechanism failure, or another person/party (contractor, etc.) was a factor in the incident/injury?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you reviewed and evaluated all documentation to identify the cause of the incident (including the circumstances preceding the injury)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you taken steps to implement a solution, so this type of incident does not occur again?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you report this incident to Employer Resources Northwest (ERNwest)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you report incident in-patient hospitalization, amputation, loss of eye, or fatality to L&I within 8 hours? 800-4be-safe	<input type="checkbox"/> Yes <input type="checkbox"/> No

## DOSH Compliance Inspection Checklist

This checklist outlines the documents a compliance officer may request during a jobsite inspection.

<input type="checkbox"/>	DOSH Posters posted on jobsite? OSHA 300 logs posted February 1st – April 30th?
<input type="checkbox"/>	Does employer have written accident prevention program and is it site specific to jobsite?
<input type="checkbox"/>	Were employees provided safety orientation and was it documented?
<input type="checkbox"/>	Are Safety Data Sheets kept onsite for hazardous chemicals including gasoline, propane, diesel? Labels on containers and secondary containers which identify chemicals inside?
<input type="checkbox"/>	Are safety meetings being conducted at least weekly with documentation of employee signatures, date and topic?
<input type="checkbox"/>	Are safety walkthroughs conducted at the beginning of the jobsite and weekly thereafter? Are walkthrough inspections documented and communicated to crew?
<input type="checkbox"/>	Has a Job Hazard Analysis been conducted by supervisor and communicated to crew prior to work?
<input type="checkbox"/>	Is Personal Protective Equipment (PPE) required? Has a hazard assessment been conducted to identify the type of PPE that will be necessary? Have employees been trained on how to properly use PPE?
<input type="checkbox"/>	Are first aid trained employees provided in accordance to the rules?
<input type="checkbox"/>	First aid kits provided and maintained for employees? Do employees know where to find kits?
<input type="checkbox"/>	Have employees been trained on specific job tasks such as, fall protection, confine space, lockout-tagout, etc.?
<input type="checkbox"/>	Have employees been trained on specific equipment such as, scissor lifts, forklifts, boom-trucks, cranes, etc.?
<input type="checkbox"/>	Are the use of Locks/Tags required due to hazardous energy? If so, have employees been trained in the proper use of locks/tags? Authorized/Affected employees? Have procedures been communicated to crew? Did employer conduct annual evaluation and review of LOTO program?
<input type="checkbox"/>	Are there specific hazards to be aware of such as, traffic, lead, asbestos, scaffolding, fall protection, confine space, electrical, weather, environmental conditions such as hot or cold weather, other contractors, etc.? Have these been identified and addressed?
<input type="checkbox"/>	Are fire extinguishers available and/or provided? Have they been annually services and inspected?
<input type="checkbox"/>	Electrical power cords GFCI protected and in good condition?