

Workplace Accident
& Incident Reporting
in the New Age of OSHA
Electronic Recordkeeping

29 CFR 1904.35

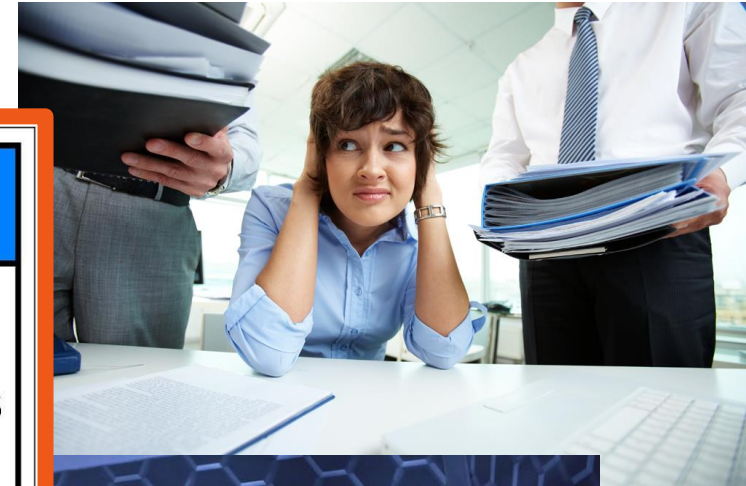
In Effect 8/10/2016

GCG RISKMANAGEMENT, INC.



OSHA's new Electronic Reporting Rule 1904.35 includes some other issues not directly related to electronic reporting:

- ▶ A. Requirement to inform employees of their right to report workplace injuries.
- ▶ B. Requirement to have accident/incident reporting procedures that do not discourage or discriminate against employees who do make reports.



OSHA's new Electronic Reporting Rule 1904.35 includes some other issues not directly related to electronic reporting:

► **Requirement to have no other personnel policies that could discourage or discriminate against employee reporting injuries or accidents, including -**

1. Safety Incentive Programs that focus on driving the # of reportable to "0"
2. Drug & Alcohol Testing Programs that could be perceived as discouraging, discriminating or punishing to employees who report incidents.
3. *Again, anything about the accident/incident reporting process that could be **perceived** as, or actually **unintentionally have, a discouraging, discriminating or punishing effect** on the reporting employee.*



So, review your Accident & Incident Reporting Procedures to ensure:

- ▶ The process results in a detailed, thorough and complete report.
- ▶ Such as necessary to do a good job at investigating root causes, collecting all facts, considering all possibilities, including prevention and corrective actions, as necessary.



CRYSTAL CLEAR REPORTING



Be Careful that Your Reporting System Does Not Create Unnecessary Problems:

- ▶ But not over-burdensome
- ▶ Not unnecessarily tedious, demanding
- ▶ Seemingly pointlessly
- ▶ Cumbersome, redundant, inefficient
- ▶ Poorly designed through neglect or incompetent management
- ▶ So that the net effect is to discourage reporting and that the process is perceived as a form of punishment for making reports.



Accident & Incident Reporting Policies

- ▶ Ensure employees know their right and obligation/responsibility to report **ALL** incidents no matter how seemingly small or insignificant.
- ▶ Ensure employees know their right and obligation/responsibility to report **“Near Misses”**.
- ▶ Ensure accident/incident **investigation process is thorough, efficient and meaningful.**



Accident & Incident Reporting Policies

- ▶ Carefully explain to employees involved, **why the investigation is conducted the way it is, in order to gain relevant insight, collect important information, to help identify risks, hazards, and formulate preventive measures.**
- ▶ Ensure **employees do not feel that they are being penalized** in any way for making the report.
- ▶ Ensure full and meaningful participation by employees in the investigation process.
- ▶ **REWARD REPORTING!!!!**

