

### Safety Meetings are important!

They: get your employees actively involved  
encourage safety awareness  
help identify problems before they become accidents  
motivate employees to follow proper safety procedures

**We are happy to provide you with a monthly topic for your agenda.**

### ROUTE TO:

- General Manager
- Safety Coordinator
- Supervisor Dept. \_\_\_\_\_
- Other \_\_\_\_\_
- Date of Meeting \_\_\_\_\_

July 2022

### Accident, Incident and Injury Policy Rationale

### GAWDA Sample Safety Practice - Accident/Incident Considerations



### Accident, Incident and Injury Policy Rationale

Many companies operate under the assumption that their insurance policies (liability, workers comp, etc.) sets the company policy for accidents, hazardous material incidents and injuries. While an insurance policy may set some criteria, it does not qualify as a company policy for employees. I'd like to explain why a company policy designed specifically for employees is important and for the purpose of this discussion I am using the following definitions:

Accident: A collision that occurs when a vehicle collides with another vehicle, a stationary object, a pedestrian, or an animal.

Incident (Hazardous Material Incident): unintentional release of a hazardous material that may pose a threat to people, animals, equipment and the environment.

Injury (Work related): Harm to the body, that occurred on the job site, and resulted in physical trauma or illness to the person.

Why have a policy?

Risk is an inseparable part of your business life - Risk to employees working with hazardous materials, customers continually do risky things with our cylinders and the market can be a minefield.



Accidents/Incidents/Injuries cost time and money that could have been otherwise used to invest in the business. These are lost opportunity costs.

The costs include observed, direct costs:

Medical	Indemnity Payments	Program Costs
<ul style="list-style-type: none"> <li>● Hospital</li> <li>● Physicians</li> <li>● Pharmacy</li> <li>● Physical Therapy</li> </ul>	<ul style="list-style-type: none"> <li>● Disability Compensation</li> <li>● Dependent Benefits</li> <li>● Death Benefits</li> <li>● Settlements</li> <li>● Legal Expenses</li> <li>● Investigations</li> </ul>	<ul style="list-style-type: none"> <li>● Excess Premium</li> <li>● Claims Administration Expenses</li> <li>● Other (Surety, Assessments, Taxes, etc.)</li> </ul>

Also Indirect costs, those costs that are not readily quantified:

Indirect Costs
<ul style="list-style-type: none"> <li>● Lost production time.</li> <li>● Productive time lost by an injured employee.</li> <li>● Productive time lost by employees and supervisors helping the accident victim.</li> <li>● Cost of continuing all or part of the employee's wages, plus compensation.</li> <li>● Cost of completing paperwork and investigation</li> <li>● Cleanup and startup of operations interrupted by an accident.</li> <li>● Recruiting, Hiring and Training Replacement Workers (drivers = hens teeth)</li> <li>● Accommodations/Modifications</li> <li>● Reduced morale among your employees, and perhaps lower efficiency.</li> <li>● Loss of Business and Goodwill...especially if happens at a customer site</li> <li>● OSHA Fines</li> <li>● Affect on the injured employee and their family</li> </ul>

*Indirect costs can range from 3-10X the cost of direct costs*



If you could reduce your business risk and increase both your productivity and profitability by creating and implementing a policy to protect the safety and health of your employees and customers and third parties, why not do it?

- Policies can establish not only the company's expectations; policies also define the company's limits of tolerance.
- Policies gives structure and clarity to situations that can easily be confusing at the time of the event..
- Policies identify who to report to, how to report and what to expect from a process.
- Policies are a way to minimize repeat events, control losses, engage and empower your employees.

The GAWDA Safety Committee has created considerations for Vehicle Accidents and Incidents. This document would make a good basis for a company policy and monthly training (annually) and as a “post-mortem” on any actual accidents/injuries/incidents.





<b>PURPOSE</b>	Provide guidelines regarding steps taken immediately after a vehicle accident / incident
<b>RESPONSIBILITY</b>	Drivers for compressed gas distributors
<b>AUTHORITY</b>	Fleet supervisors, managers, and owners

## Vehicle Accident/Incident Considerations

### Introduction

Zero vehicle incidents/accidents are the goal of everyone. However, if an incident/accident occurs a driver should be aware of the following to ensure own safety and obtain adequate information to conduct an adequate incident/accident investigation.

### Considerations following a vehicle crash

Stop your vehicle as soon as safely possible.

Move your vehicle off the roadway as quickly as you can—if the vehicle is immovable, try to make it as visible to passing traffic by employing hazard lights.

Assess injuries checking yourself and others to make sure no one is injured. If a person is seriously injured, do not move them unless they are in imminent danger.

Turn off ignition of your vehicle and making sure other vehicles are turned off in the event of a gas leak or other potential danger.

If safe to do so, set out warning devices such as bidirectional triangles or cones.

If you're on a divided highway or one-way road, position the first warning device four paces (or 10 feet) behind your truck. Then, place the second device forty paces (or 100 feet) behind your truck, and place the third device eighty paces (or 200 feet) behind your truck.

On a two-lane road, place the first warning device four paces (or ten feet) behind your truck and the second device about forty paces (or 100 feet) behind your truck. Then, the third device should be placed about 40 paces (or 100 feet) in front of your truck. Placing emergency warning devices when you're parked on a hill or curve, or when there are other





visual obstructions is a bit different. The goal is to give approaching drivers enough warning to react before reaching the accident scene.

To ensure approaching drivers have enough time to react, place a warning device between 40-200 paces (or 100-500 feet) from your truck in the direction of the visual obstruction.

Get out and stay clear of the vehicle once all vehicles are moved or stationary with engines off making sure you and any other drivers or vehicle occupants are out of the way of moving traffic.

Call police and medical services—alerting law enforcement for area in which you are located and alerting medical services of injuries which require immediate attention

Do a quick assessment of the vehicle for leaking fluids and the load for leaking cylinders.

If leaking fluids, use a spill kit or cat litter to contain the leak.

If leaking gases, follow the guidelines in the Emergency Response Guidebook.

Call supervisor or company safety manager to report incident

If other parties or involved, exchange information including

Search for the owner if the accident involves an unattended vehicle leaving a note in a conspicuous place so they can contact you

name

telephone number

address

driver's license number

name of insurance company and policy number

name of number of insurance contact

write down information about the other vehicle including make, model, year, and license number, and

names of any passengers in the vehicle

Get witness statements—people stopped as witnesses to the accident have them write down what they say along with names and phone numbers. If witness can't stay until police arrive on scene, ask them to sign their statement and leave it with you to give to the police.





Keep other people away from the scene as not to destroy evidence, skid marks, debris, etc.

Document the scene using a camera or cell phone. Take pictures of the vehicles, intersection or part of the road where the accident occurred, skid marks, etc. If you received injuries, take

pictures. If you don't have a camera, make a diagram of the scene sketching out the location of the vehicle's occupants, direction of the vehicle's travel, along with date, time and weather conditions.

1. Speak with the police or law enforcement agency responding to the accident scene giving them your account of what occurred along with all the pertinent information. Witnesses should also speak with the police to explain what they saw and give their personal information.
2. Do not argue or discuss fault.
3. Record police information writing down the name and badge number of the responding police and any other emergency personnel. Find out if the officer is a local policeman, sheriff, highway patrol, etc., to obtain a copy of the official police report.
4. Follow company specific post incident/accident procedures. See a sample Accident / Incident Report at the end of the suggested safety practices.
5. Hazmat Incident Reporting may be needed if there was a damaged package that leaked as a result of the accident. See 49 CFR 171.15 and 16.
6. There may EPA, Chemical Safety Board, or state and local concerns based the leaked product.



If you have any questions or would like to discuss policies further, please feel free to contact me.

Marilyn Dempsey

GAWDA Consultant: DHS, EPA, OSHA

Safety Dragon Workplace Consultants, LLC

E: [Marilyn@safetydragons.com](mailto:Marilyn@safetydragons.com)

M: 940-999-8466

