

Fact-sheet – How to avoid workplace accidents or injuries and in the unlikely event, how to record them?



What is the objective?

What is a workplace accident / injury?

An accident is defined by any unexpected and unplanned occurrence, including acts of violence, arising out of or in connection with work which results in one or more workers incurring a personal injury, disease or death¹.



Why should the factory avoid workplace accidents and record them?

In accordance with Occupational Safety and Health Convention, 1981 (No. 155), article 16 of Part IV, the factory is responsible to provide a safe workplace to its workers and therefore should avoid accidents as much as possible.

The factory should record the workplace accident in order to identify root causes and implement preventive action to avoid it happening again.

The factory should implement a workplace accident / injury management system to:

- a. **Identify** risks related to the premises²;
- b. **Implement** preventive and protective measures;
- c. **Create** policies, procedures to identify what to do in case of workplace accidents / injuries³;
- d. **Train** employees ;
- e. **Record** accidents / injuries;
- f. **Analyze** the root cause of accidents/injuries and **provide** preventive measures;

¹ https://www.ilo.org/ilostat-files/Documents/description_INJ_EN.pdf

² See Social Factsheet on Health & Safety Efficient risk assessment, internal audits & inspections

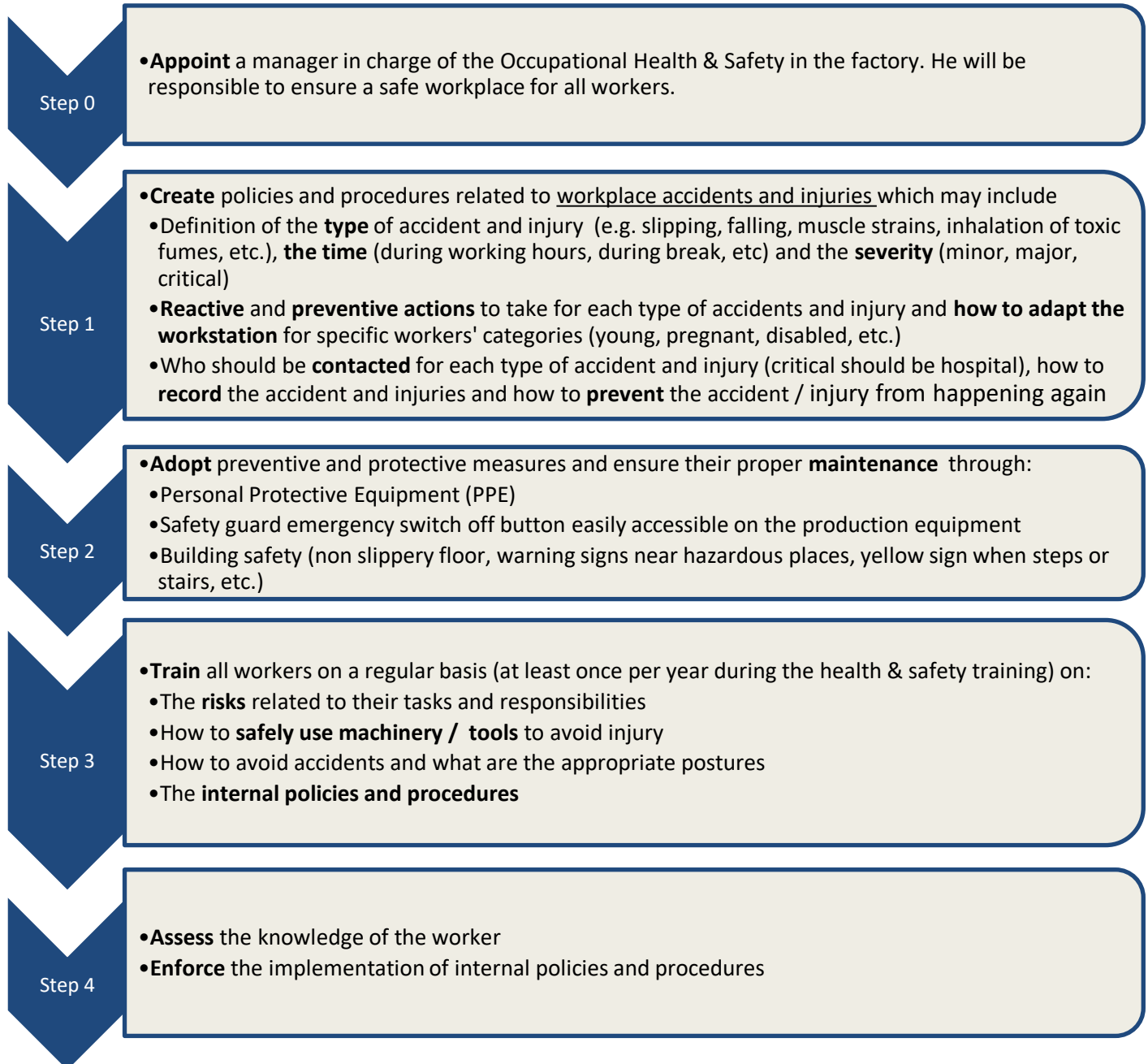
³ See Social Factsheet on Health & Safety Medical care

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How to achieve the objective?

❖ How to avoid workplace accidents / injuries?



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❖ **How to record workplace accident / injury?**

As soon as a workplace accident / injury happens, the worker should **follow the procedure** defined by the factory for the specific accident / injury. Even in case of minor accidents or injuries, workers should **notify** the person/manager in charge. After providing sufficient aid, the person in charge of Occupational Health & Safety should **record** the accident including the following information:

Date	Type of accident	Severity	Area	Department	Description of the accident	Action taken
23/01/2019	During work	Minor	Cutting	Production	Worker XXX cut himself, small accident.	First aider provided first aid to worker

In accordance with the legal requirement and based on the severity of the accident, the factory is required to report the accident to local authorities.

❖ **How to prevent workplace accidents from happening again?**

Step 1: Perform a root cause analysis

As soon as an accident / injury occurs, the factory should conduct a **root cause analysis** to understand the cause of the accident and to **identify** potential actions to implement in order to improve workplace conditions (conduct a full safety audit, provide training, PPEs in good working order, improvement of machine safety, etc.).

Step 2: Use Key Performance Indicators (KPIs) to monitor workplace safety

On monthly basis, the factory should create **statistics** about workplace accidents and injuries to identify if workers are properly **protected** from work related hazards and risks. For example, one KPI can be the “Financial impact due to workers’ compensation”. This KPI can help to monitor workplace accident since the financial cost of such compensations will be directly related to the amount of severe accidents.

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Common non-compliances

Non-compliances	Comment
<p>The factory does not identify the root cause of the accident. No corrective or preventive actions were taken.</p>	<p>Based on document review, the factory has recorded the accident but it appears that no preventive action was taken. If the root cause is not identified, the problem will not be fixed and therefore this type of accident could happen again.</p>
<p>The workers are not aware of the risks related to their tasks and responsibilities and do not wear any personal protective equipment(PPE) that has been provided.</p>	<p>Based on interviews, the workers do not seem to be aware of the risk related to their tasks (for example, in cutting department). The factory has provided PPEs but did not carry out any enforcement concerning the use of PPEs. The workers should be properly trained to understand the risks associated with their job and the importance of wearing PPEs. For tasks where PPEs are required, the management should ensure that all workers are wearing them.</p>



Good practices

- ❖ Conduct random inspections to ensure that workers are wearing the necessary PPEs and that the safety guards are always used;
- ❖ Display good posture and safety signs to raise awareness in workplace.

