

PERSONNEL SERVICES BULLETINS (PSBs)

500-8

Subject: Safety Inspection Program and Accident Investigation

Supersedes: Personnel Policy and Procedure Nos. 740-77f and 740-77g

Date: October 1, 1997

I. Policy

A. Role of the Department of Citywide Administrative Services

The Citywide Office of Occupational Safety and Health of the Department of Citywide Administrative Services will provide technical advice to agencies in conducting safety inspections and accident prevention.

B. Role of Agencies

Executive Order No. 38 (Citywide Occupational Safety and Health Program), dated August 20, 1997, directs each agency to conduct regular safety inspections of all facilities and to investigate all accidents.

II. Procedure

A. Safety Inspection Program

The systematic inspection of all facilities and work practices is a necessary component of a comprehensive safety inspection program. The program should include hazard identification and the corrective measures for hazard abatement. The major elements of the program include: completion of an inspection checklist, conducting a systematic inspection, reviewing the inspection records, and taking necessary corrective action. The person designated to conduct the safety inspection should take into account the general safety conditions, any specific hazards, and employee work practices including procedures that have an accident potential.

B. Accident Investigation

The aim of an accident investigation is to obtain the most accurate and full information about the circumstances and the causes of the accident. The ultimate objective is to prevent the occurrence of similar accidents in the future, to uncover new hazards where such exist, and to devise adequate measures to control them. An accident investigation is comprised of the following elements:

1. Collect and Analyze Facts

The accident investigation should be conducted as soon as possible after the accident. Most accidents involve both an unsafe condition and an unsafe act, and both should be investigated. After the facts have been gathered, they should be analyzed to determine the cause of the accident and the corrective action to be taken.

2. Preparation of Report

A report should be written containing all relevant facts that have been collected. In the report, comments should be made on possible violations of occupational safety and health regulations, and the corrective actions to be taken.

3. Corrective Actions

Prompt corrective action should be taken based on the accident investigation report. Follow-up is important to ensure the effectiveness of the corrective actions.

C. Occupational Injury and Illness Reporting

Each agency should maintain the Log and Summary of Occupational Injuries and Illnesses (DOSH 900) according to New York State Department of Labor Public Employee Safety and Health Act, Article 2, Section 27-a. A Summary of the DOSH 900 is to be submitted to the Citywide Office of Occupational Safety and Health no later than March 15 for the preceding calendar year. Also, a copy of the Survey of Occupational Injuries and Illnesses (BLS 9300) is to be sent to the Citywide Office of Occupational Safety and Health when submitted to the New York State Department of Labor.

The staff of the Citywide Office of Occupational Safety and Health is available to agencies for consultation in developing safety inspection programs, accident investigation strategies, and occupational injury and illness reporting procedures.

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Commissioner

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