Collateral Duty Safety Officer
Initial Training

Module 4: Incident Reporting

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SAFETY BRIEF

Safety Triangle

4.1 Identify the incident levels of the Safety Triangle

Reporting Methods

4.3 Identify the appropriate method to use for reporting incidents

Incident Report Identification

4.2 Differentiate between Safety Help Desk and myCority for reporting of incidents

Submitting Incident Reports

4.4 Demonstrate the process of completing an incident report using the Safety Help Desk

4.5 Demonstrate the process of completing an incident report myCority

Module 4
Objectives

Incident Reporting

SECTION 1

Objectives

1.1 Explain the importance of reporting hazards.

1.2 Explain the federal policy governing incident reporting in the workplace.

Overview of Incident Reporting

- OSHA requirement for employers to provide a safe working environment
- Workplace is to be free of known health and safety hazards
  - Employers can empower their workers to report and respond
    - Report incidents immediately
    - Initiate response for resolution and investigation

Purpose of Hazard Reporting

- Workplace safety is a priority at the CDC

- Everyone's safety depends on our shared responsibility to report hazards, incidents, and near misses.

- Collateral Duty Safety Officer must know how to:

  - Identify and report incidents

  - Assist employees and contractors with reporting

- CDC's commitment to making safety and safety reporting a part of our culture can help make us all safer.

Occupational Safety and Health Act of 1970

- December 29, 1970, President Richard Nixon signed the Occupational Safety and Health Act
- First comprehensive industrial safety legislation passed at the federal level
  - Rise in work-related fatalities in the 1960s
  - Farmington, West Virginia mine disaster of 1968
    - Massive explosion and fire killing 78 miners
    - Led to major changes in mining safety and federal worker safety regulations

Occupational Safety and Health Act of 1970

The Occupational Safety and Health Act was distinguished by its emphasis on the prevention of—rather than compensation for—industrial accidents and illnesses.

Occupational Safety and Health Act of 1970

Key provisions of the OSH Act

- Development of mandatory safety and health standards
- Enforcement of safety and health standards
- Standardized record-keeping and reporting procedures

Incident Classification

SECTION 2
Objectives

2.1   Explain the purpose of the Safety Triangle.

2.2   List the four levels of the Safety Triangle.

2.3   Define Unsafe Conditions.

2.4   Define Near Miss.

2.5   Define Incident.

2.6   Define Injury

Safety Triangle

- Safety model used by CDC IHSB

- *Most safety incidents are caused by unsafe acts*

- The same behaviors that lead to near-misses, could also lead to more serious incidents and injuries

- Reduce the rate of higher-prevalence incidents to reduce the rate of more severe injuries

Safety Triangle

The Safety Triangle breaks safety incidents into four categories:

- Unsafe Conditions
- Near Miss
- Incident
- Injury
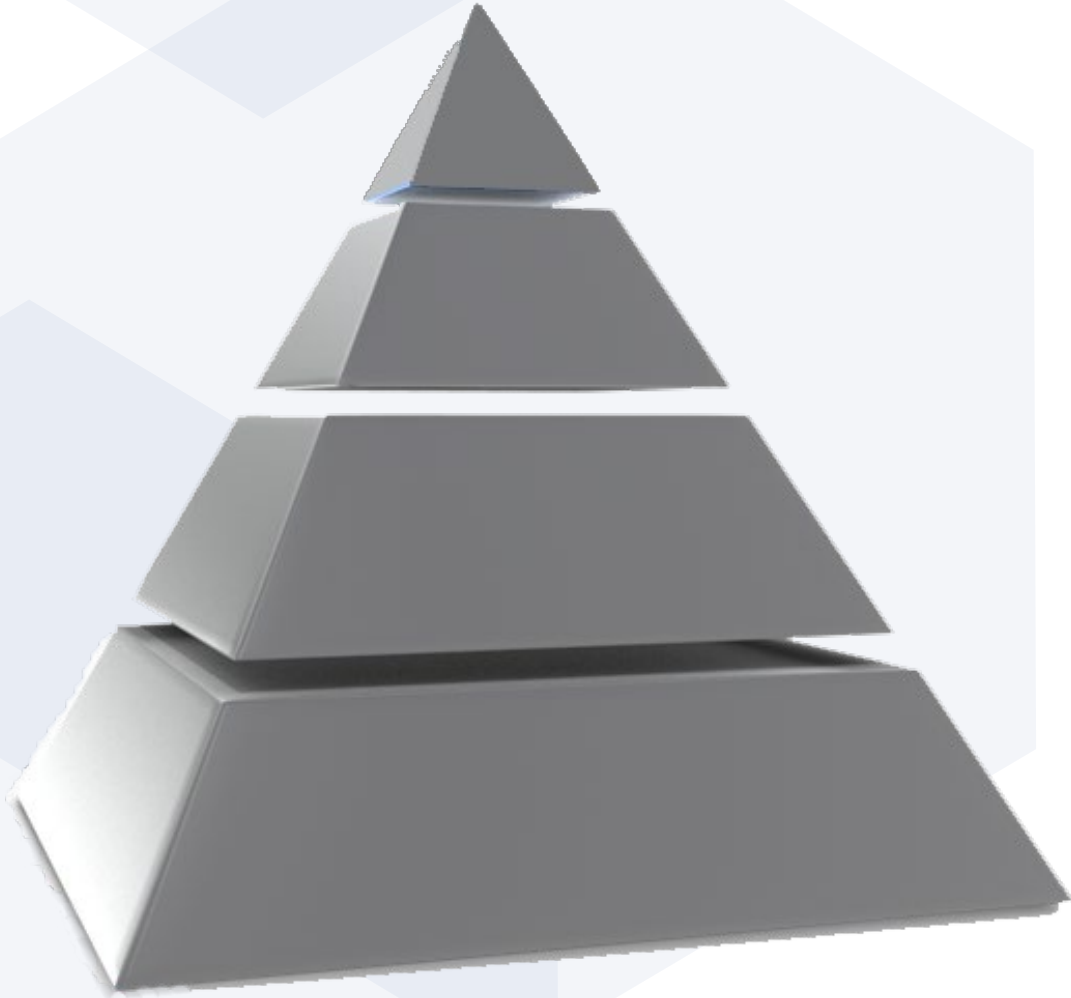
Unsafe Conditions

- Unsafe conditions are hazards that have *the potential to cause an incident or injury*.

- Identify Unsafe Conditions to prevent more serious accidents in the future.

Unsafe Conditions Scenario

Near Miss

- A near miss is an instance in which an employee *might have been hurt if the circumstances had been slightly different.*

- Precursors to accidents

- Opportunities to identify hazards and unsafe conditions

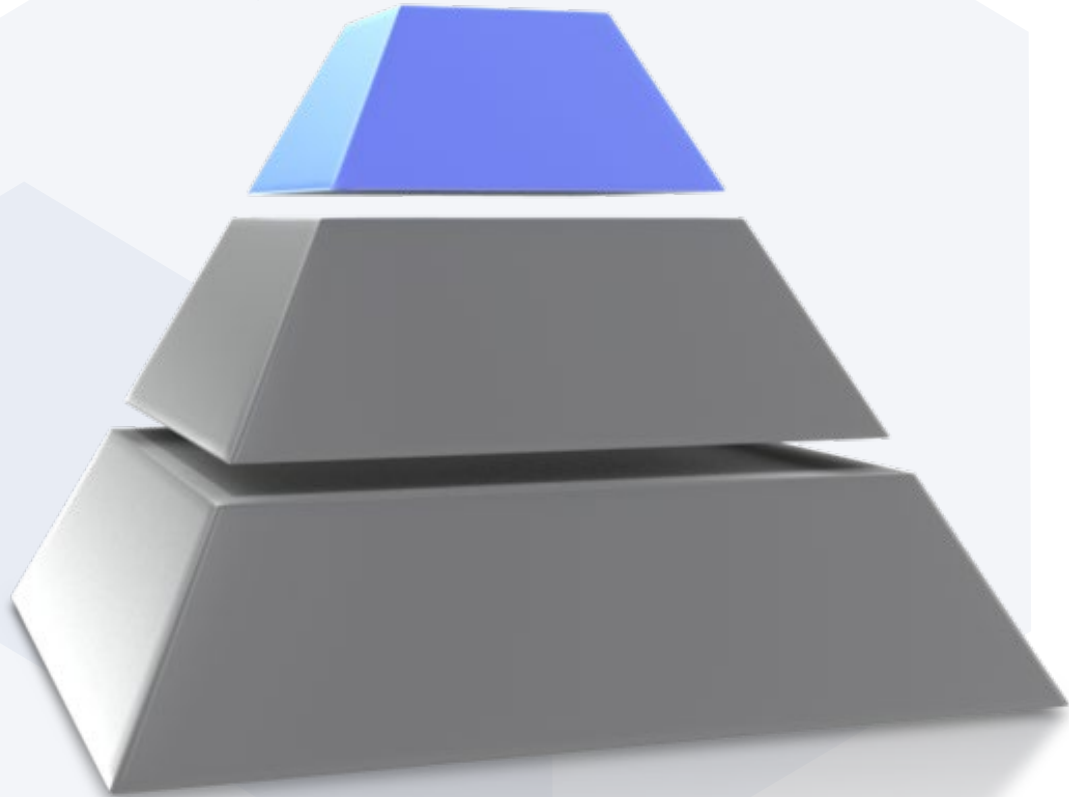- Reporting a near miss is a critical part of incident prevention
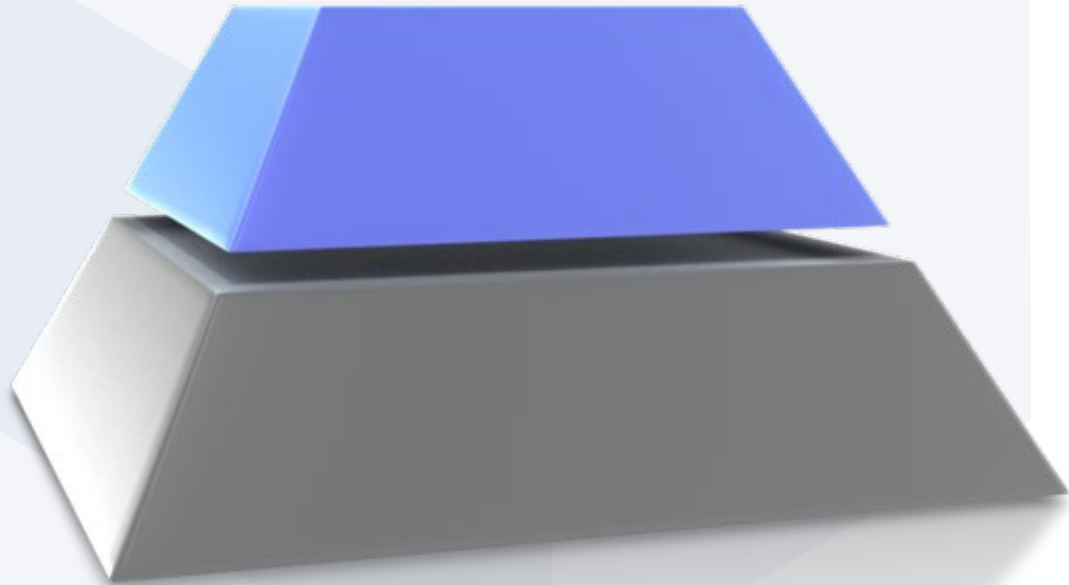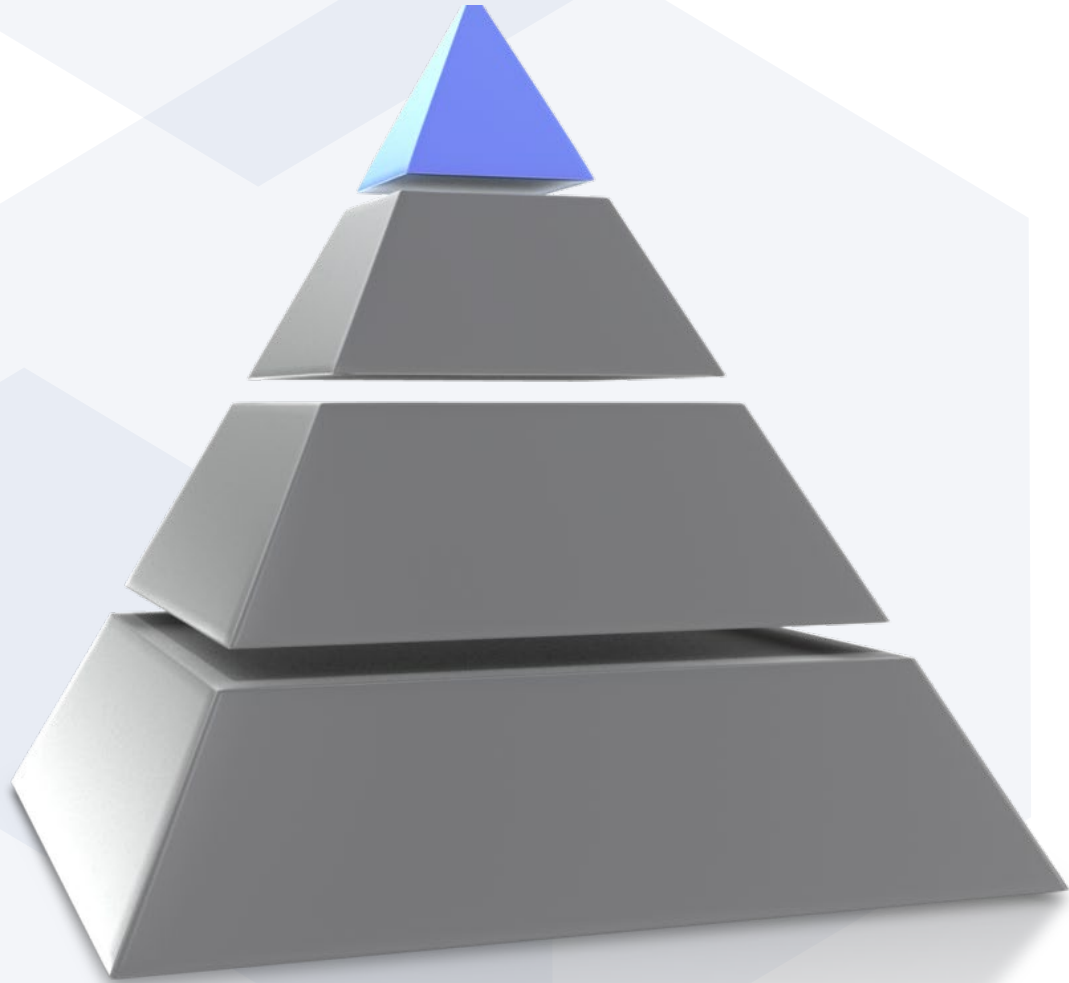
Near Miss Scenario

Incident

- An incident is an *unplanned or undesired event that adversely affects completion of a task*.

- Not always serious in nature
  - *Example: Near Miss*

- Preventable through reporting

Incident Scenario

Injury

- An injury (or illness) is an *event or exposure in the work environment that caused a wound or damage to the body* resulting, contributed to the resulting condition, or significantly aggravated a pre-existing condition.

Injury Scenario

Summary

This lesson has focused on

- making safety a priority at the CDC

- the Occupational Safety and Health Act of 1970

- the four levels of the Safety Triangle

Workplace safety is a priority at the CDC. CDSOs must be able to correctly identity incident types prior to reporting or assisting employees in the reporting process.

Evaluation

Watch the following scenario and try to determine which level of the Safety Triangle the hazard correlates. Using the answer sheet provided, circle the level you think best matches the scenario. Return the answer sheet to the instructor.

Note: Do not write your name on the answer sheet.

CDC Reporting Procedures

SECTION 3
Objectives

3.1   Identify the different reporting methods used at the CDC and CDC-leased facilities.

3.2   Explain the appropriate method to use for reporting incidents.

Reporting Responsibilities

Who is responsible for reporting the broken sidewalk? The answer is simple…

EVERYONE

Reporting Responsibilities

You Should

- Be pro-active and report all unsafe situations
- Propose alternative ways to solve unsafe situations
- Explain what makes the situation unsafe to the person concerned before reporting it
- Remember that I can report all unsafe situations whatever the hierarchical position of the person concerned

You Should Not

- Think "If I report an unsafe situation, I will be considered a "trouble-maker"
- Think that it's someone else's problem
- Wait on someone else to report it

What is your role?

Employee Responsibility

- Adhere to proper safety regulations and practices, such as:

    - Use proper safety equipment

    - Inspect the work site to ensure that the site is safe

    - Make safety part of your daily work plan

- Report unsafe conditions which could result in an accident.

- Report unsafe work conditions, injury, or illness using myCority or the Safety Help Desk

CDSO Responsibility

- Act as Safety Liaison for specified work area

- Report unsafe conditions which could result in an accident

- Gather incident information

- Assist employees report unsafe work conditions, injury, or illness using myCority or the Safety Help Desk

Safety Officer Responsibility

- Conduct Risk Assessments

- Conduct Accident Investigations

- Identify and assign Corrective Actions

- Respond to myCority or Safety Help Desk reports

Incident Reports

- An incident report is a **formal recording of the facts related to a workplace accident, injury, or near miss**.

- Uncovers the circumstances and conditions that led to the event

- Assists in the prevention of future incidents

Methods for Reporting Hazardous Conditions

- In the event of a life-threatening emergency, always call 911 (or the emergency number based on your global location) first
  - Laboratory personnel must also contact the Security Operations Center (SOC) at 404-XXX-XXXX

Methods for Reporting Hazardous Conditions

- Other ways to report an incident include:
  - Notify the area supervisor of a hazardous conditions
  - Notify the building manager
    - Examples: broken sidewalk, exposed wiring, missing fire extinguisher
  - Submit an incident report using myCority
  - Submit a ticket to the Safety Help Desk
  - Contact the work area's Collateral Duty Safety Officer

myCority vs Safety Help Desk

- Staff can use myCority to report workplace safety hazards and access important medical records

- The Safety Help Desk is used to submit general safety-related concerns or questions

myCority vs Safety Help Desk

myCority	Safety Help Desk
- Report incidents and near misses - Request an ergonomic assessment - Track immunization records - Receive lab results - Get reminders for upcoming appointments at the CDC Occupational Health Clinic - Complete medical questionnaires - View your SEG record - Anonymously report unsafe work conditions - Dashboard analytics for supervisors (lab only) - View previously submitted records (lab only)	- Report safety training issues - Access the Chemical Hazard and Tracking System (CHaTS) - Request risk assessments - Submit contractor health and safety plans - General safety-related questions or concerns

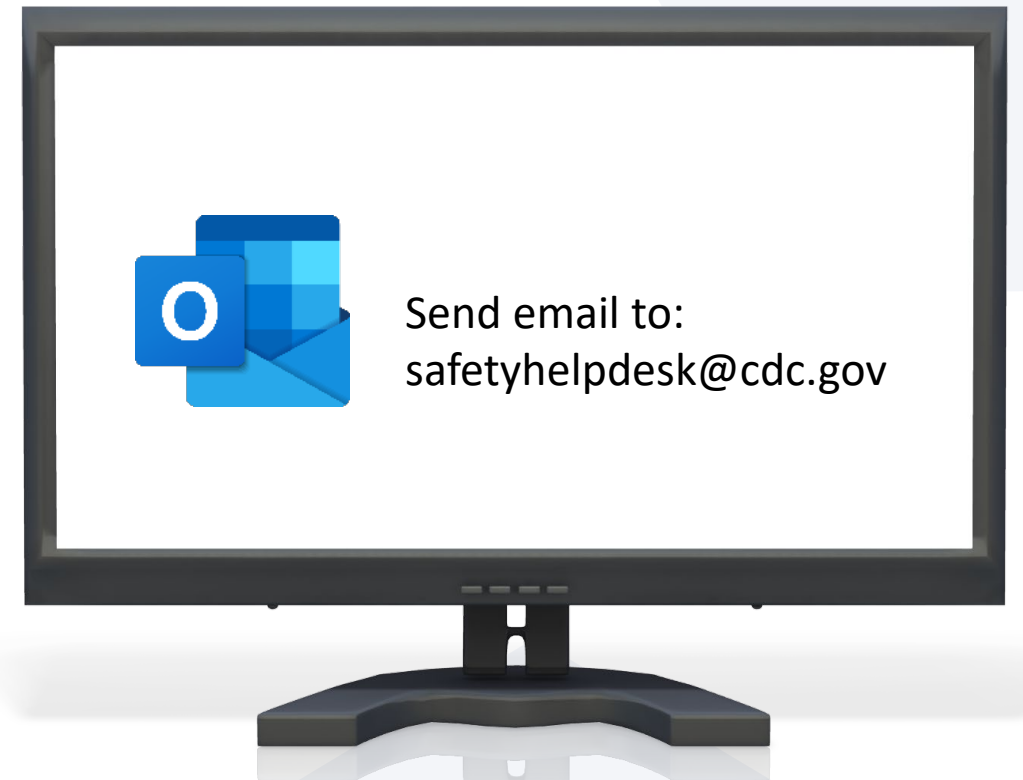# Safety Help Desk

SECTION 4

Objectives

4.1   Explain the purpose of the Safety Help Desk.

4.2   Describe the components of a Safety Help Desk ticket.

4.3   Create a Safety Help Desk ticket.

The Safety Help Desk

- Use the Safety Help Desk to submit general safety-related concerns or questions

- myCority has replaced the Safety Help Desk for reporting incidents and near misses

Submit a Safety Help Desk Ticket

- Use Microsoft Outlook

- Create a New Message

- Compose detailed email about your safety concern

- Send to safetyhelpdesk@cdc.gov

Send email to:
safetyhelpdesk@cdc.gov

Refer to Job Aid #0123 - Submitting a Safety Help Desk Ticket

Evaluation – Submit a Safety Help Desk Ticket

To ensure the Safety Help Desk can identify your ticket as a "test," please set up your email with the following information:

To: Safety Help Desk

CC: [redacted]@cdc.gov

Subject: CDSO Module 4 Quiz –

- Follow the Subject with the subject line you decide based on the scenario provided.

- Example: CDSO Module 4 Quiz – Request for SSRT Training

Safety Scenario – Safety Help Desk

Jeff is new to the work area but not new to working in the laboratories. On his way to a meeting today, Jeff dropped his pencil near the eye wash station. As he was picking it up, he happened to notice the inspection tag. According to the tag, the eye wash station was last inspected over a year ago. Jeff knows that the CDSO is best suited to help him submit a Safety Help Desk Ticket, so he has come to you for help.

myCority

SECTION 5
Objectives

5.1   Explain the purpose of myCority.

5.2   Describe the components of a myCority incident report.

5.3   Create a myCority incident report.

myCority

- All safety-related incidents and near misses are now being reported through myCority, launched through the Office of Safety, Security, and Asset Management (OSSAM)
  - New, one-stop-shop health and safety tool
  - Allows CDC staff to report an incident or near miss
  - Employees may report anonymously

Submit a myCority Incident Report

- Use Microsoft Edge

- Go to [link redacted]

- To submit a new report, click on **New Event Report**

- Select the event type

- Complete the report using as much detail as possible

[Link Redacted]

Refer to Job Aid #0124 - Submitting a myCority Incident Report

Safety Scenario - myCority