



Safety Incident Reporting

Human Resources Division

Implemented May 2014

By thinking Lean we will eliminate all rework loops and 5 redundant forms

Problem

DOL employees are required to submit reporting forms following an accident, injury or incident. The data is used to identify trends and mitigate recurring safety problems. The previous process was not standardized, with eight forms for reporting, creating confusion for the person attempting to report. In addition, not all incidents were being reported, making it difficult to establish trends and address issues.

Causes

- Multiple reporting methods with inconsistently defined processes and timelines existed.
- No clear definitions had been established for accident, injury or incident.
- Because the process was unclear, employees were not reporting incidents in a timely manner, if at all.

Solutions

Common definitions and reporting timelines have been established. Five duplicative or unnecessary forms have been eliminated. A common inbox for the DOL Safety Coordinator and Labor and Industries ensures that both receive reports at the same time, eliminating duplication and errors in getting the form to the right person. The newly streamlined process is also being communicated to employees, so that they are aware of requirements, should an incident occur.

Anticipated Results

