

Accident incident reporting 5/15/2012

Nancy Spink, Carry Salonen, Glenda Bull, Ron Shaw, Jane Westervelt, Kelvin Daniels

The accident incident reporting form is used by a few different departments on campus. There has been talk about redoing the form for about a year. Recent events brought it to the forefront again and in discussion with Nancy and Jane as members of the team it was agreed to hold a pre-event meeting. I did not properly explain the purpose of the meeting and was not specific about who would be included. Jane set a time and place for the meeting and included some of the others that had been working on this matter.

Nancy had been working on this project and will be leaving the University of Idaho, Carry will be filling her position temporarily. Ron was to be an as-needed because of his position as our web coordinator. Some pre-knowledge would help him understand what we would be asking of him.

The meeting opened and I addressed the Kaizen and point project concept. We discussed the scope of the project and the needs to be addressed. Ron asked some very in-depth questions and then asked if he could address the problem visually. Ron quickly mapped out the flow and we located the gaps. The group agreed to let Ron program a web entry page and do away with the existing accident/ incident form.

The meeting lasted for an hour and a half. The outcome was to do away with the accident/ incident form and make a change to the process.

Lessons learned.

1. Take ownership of the point project. If the project already has someone who has ownership or perceives that ownership, pick a new project or discuss transferring the ownership beforehand.
2. Keep your initial project within your department or span of control. When I get more comfortable with the point project I could expand my scope of participants.
3. Keep your pre-planning meeting small. The first projects might be just the leader and sponsor.
4. I felt I was out of depth meeting with or having in my group people outside my department and above my level of authority.

The outcome of this point-project was not what I had anticipated. The web page is in a beta testing stage and may be the best solution or partial solution to the problem.