

Capabilities, Inc.
Incident Report Yearly Analysis

1-2010 – The following is the written summary and analysis of incidents trends from 2009.

1. Causes – A review of the 8 incidents in 2009 show no trend of causes.
2. Trends - Previous health issues of consumers accounted for 2 incidents and 3 vehicle accidents occurred (2 were not the fault of the Capabilities driver, 1 was fault of driver). 2 consumer accidents with either no injury or minor injury. No trends.
3. Actions for Improvement – Yearly training will be provided to staff regarding driving safely. Including company cell phone polices, distracted driving, tips to avoid a car accident, vehicles inspected for safety, reporting incidents, and employee safety.
4. Results of Performance plans shared with staff at February staff meeting and posted on website.
5. Education and Training regarding incidents is handled at staff meetings held the first of each month with all employees. Ongoing training based on the incidents from 2009 determine training needs for 2010. Those include further driving safety training and how to handle threatening comments made by consumers.
6. Recurrence prevention training – No trends noted but education provided for any incidents of 2+ incidents that were similar
7. Internal and External Reporting requirements were followed in each instance. If the incident was a work related injury or illness falling under OSHA rules, the Form 300 was used to document each. If the incident fell under the Department of MRDD rules, proper procedures and documentation were followed.

Karen Blumhorst 1-2010

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