

PURPOSE

This incident investigation procedure provides an approach to determine initiating events, contributing events, root cause, and contributing causes. The investigation must identify appropriate recommendations that address the problems and identify root causes. These may include, but are not limited to, engineering controls, personal protective equipment, and or training for affected employees. The intent of this procedure is to help prevent and/or mitigate similar incidents and accidents in the future.

POLICY

All safety incidents, including work-related injuries, accidents, regulatory violations, and near misses, will be investigated to determine the root causes. Recommendations will be developed and implemented to prevent recurrence of the accident/incident. (A near miss is a condition or an incident where injury or property damage could have occurred.)

ROLES AND RESPONSIBILITIES

Management

1. Review all OSHA recordable injuries, vehicular accidents, accidents involving property damage, and near miss events to assess cause and prevention.
2. Report any reportable event that occurs to an employee of the company to OSHA:
 - Fatality: within 8 hours
 - Hospitalization: within 24 hours
 - Amputation: within 24 hours
 - Loss of Eye: within 24 hours
3. Require any subcontractors, trade partners, suppliers and vendors who have a reportable event on a company jobsite to report the issue to OSHA.
4. Monitor corrective actions as appropriate.
5. Ensure correct documentation and report results of the incident investigation, including findings and recommendations to upper management.
6. Notify field and office personnel of the event.

Site Supervisors

1. Immediately report accidents and near miss incidents to the management.
2. Perform an initial investigation, and timely submit Accident/Injury Reports and Near Miss Incident reports to the management within 24 hours.
3. Review all accident/injuries and assess corrective action(s) and the need for safety modification and/or employee training.

Employees

1. Immediately inform site supervisors of accidents, near miss incidents, unsafe conditions and unsafe practices.
2. Do not disturb area, but control area to allow for investigation.
3. Participate in the incident investigation.

INVESTIGATION PROCEDURES

All incidents are to be investigated in a timely manner to determine the root cause(s) and contributing factors involved. The extent of the investigation will be dependent upon the severity or potential severity of the incidents.

Site supervisors are responsible for performing an initial investigation immediately upon finding out about the incident to determine the root cause(s) of the incident. Management will be contacted as needed to assist in the completion of the investigation. The purpose of the investigation is not to fix or find blame, but to identify the root cause and determine preventative measures than can help to prevent future accidents/incidents.

Investigation Guidelines

Injury Accident	Non-Injury Near Miss	Property Damage Incident
Provide for immediate medical attention		
Secure area to preserve accident scene	Secure area to preserve incident scene	Secure area to preserve incident scene
Report the incident to management	Report the incident to management	Report the incident to management
Assemble and complete necessary reporting and investigation forms	Assemble and complete necessary reporting and investigation forms	Assemble and complete necessary reporting and investigation forms
Interview injured personnel and witnesses	Interview witnesses	Interview witnesses
Examine the accident work area for causative factors and take pictures	Examine incident area for causative factors and take pictures	Examine incident area for causative factors and take pictures
Review established procedures to ensure they are adequate and were followed	Review established procedures to ensure they are adequate and were followed	Review established procedures to ensure they are adequate and were followed
Review training records of affected individuals	Review training records of affected individuals	Review training records of affected individuals
Determine all contributing causes to the accident	Determine all contributing causes to the near miss	Determine all contributing causes to the property damage incident
Take corrective actions, in consultation with management	Take corrective actions, in consultation with management	Take corrective actions, in consultation with management
Record all findings and actions taken or to be taken	Record all findings and actions taken or to be taken	Record all findings and actions taken or to be taken
Communicate “lessons learned” in safety training/meetings	Communicate “lessons learned” in safety training/meetings	Communicate “lessons learned” in safety training/meetings

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Note: The guidelines listed provide a checklist for the initial investigation. Additional or modified steps should be used as appropriate to the situation.

The site supervisor's initial findings and any immediate corrective actions must be documented on the appropriate forms and sent to management within 24 hours of notification of the incident.

The site supervisor's should work with management to establish action deadlines. Corrective actions must be instigated according to the plan.

Forms used for investigations are found in the next section of this program. The forms that are found in that section are:

- Injury Accident Investigation Report
- Non-Injury Near Miss Investigation Report
- Property Damage Incident Investigation Report
- Incident Witness Statement Form