

ACCIDENT INVESTIGATION

The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix the blame. An unbiased approach is necessary to obtain objective findings.

I. ACCIDENT INVESTIGATION PROCEDURES

An accident investigation is the most important single tool for identifying the cause(s) of any accident. Accident investigations are after-the-fact attempts to determine why something went wrong. They are a systematic approach to establish relevant facts and interpretation regarding how and why an accident or injury occurred.

The accident facts revealed by a thorough accident investigation have both an immediate and a delayed value. The immediate value is in their usefulness in planning and implementing corrective action designed to prevent recurrence of the same or a similar accident. The delayed value lies in the cumulative knowledge of safety hazards and its use for prevention of future accidents.

Further, through the maintenance of accident and injury statistics and records, the Company intends to gather information and data necessary in determining accident causes and sources so as to formulate and/or revise policies and procedures for effective loss control.

Accident Investigation Procedures:

- A. The accident investigation will be conducted by the injured employee's immediate Supervisor. However, if the immediate Supervisor is not available then the Safety Director and/or a member of the Safety Committee or Management may conduct the accident investigation.
- B. If an incident occurs during working hours, an Incident Notification Form and Accident Investigation Form must be completed along with a State of California Employer's Report of Occupational Injury or Illness and Employee's Claim for Worker's Compensation Benefits. All three forms must be turned in to the Safety Director.
- C. All accidents will be investigated regardless of whether or not an injury resulted; non-injury accidents are considered near misses and provide valuable statistical information.
- D. Investigate the accident as soon after the occurrence as circumstances permit; the first concern of course is the treatment of the injured employee.
- E. Any accident, injury, or illness will be investigated by utilizing the Accident, Injury, and Illness Investigation Form along with the Analysis of Factors Contributing to Cause of Accident Form.
- F. The immediate Supervisor will review all accident investigations and recommendations generated to prevent recurrence and forward relevant forms to the Safety Director for processing.

II. ACCIDENT PREVENTION PROCEDURE

The Inspection Checklist for Accident Prevention has been designed to focus attention on preventing any occurrence of accidents.

- A. The inspection will be made quarterly by the Departmental Supervisors.**
- B. The Departmental Supervisor will tour his/her area of responsibility.**
- C. The completed Inspection Form will be forwarded to the Safety Director so that corrections can be made.**
- D. The inspections include systems to identify poor housekeeping, unsafe working conditions, and unsafe acts committed by employees.**
- E. For those items that require action, an Inspection Correction Form should be prepared and sent to your Safety Director. For items that require maintenance attention, please complete the Maintenance Job Order Form and, when maintenance has been performed, forward the completed form to the Safety Director.**