

GRAVITY

SECTION 6

CHAPTER 1

INVESTIGATING INCIDENTS

Purpose

This chapter outlines the policy for investigating incidents that result in occupational illness or injury.

Scope

This policy applies to all company facilities and personnel.

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Investigating an Incident

Purpose This document outlines the:

- incident investigation policy
- responsibilities of the:
 - supervisor
 - employees
- incident investigation procedure

Policy Company policy requires supervisors to conduct physical on-site incident investigations for:

- employees or contract employees involved in an injury
- property/equipment damage
- automotive incidents
- environmental spills

Supervisor responsibility Supervisors are responsible for conducting and reporting the findings of all incident investigations to yard management and safety personnel.

IF...	THEN...
the supervisor is absent,	his/her designated replacement will assume responsibility for the investigation
the incident is serious, could involve any 3 rd party litigation and/or fatality,	Corporate Safety immediately for direction in the investigation process
DO ...	TO ...
take control at the scene,	take responsibility for the investigation and perform required actions
see that first aid is rendered and call 911, if necessary,	ensure that the injured person(s) receives proper medical attention
control the possibility of secondary incidents,	prevent other employees or contractors from being injured
identify sources of possible evidence and secure the scene	preserve and document the evidence that will be collected to complete a thorough investigation

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Employee responsibility

Employees will:

- notify their supervisors immediately of all accidents
- cooperate with incident investigations
- provide any information they have about the incident to their supervisor

These actions will help supervisors determine the cause of the incident and take corrective action as quickly as possible.

Note: Employees will **not** conduct individual investigations or disturb the scene of an incident without proper authorization from management.

Procedure

The immediate supervisor of the injured employee will use the following procedure to conduct incident investigations. All investigations must begin immediately. Investigation findings must be filed within two working days of the incident.

Step	Action
1	Notify the HSE Coordinator and your immediate supervisor.
2	Conduct the investigation.
3	Obtain input from the employee and any other employees who observed or were involved in the incident with written statements.
4	Document investigation findings on the Supervisors Incident Investigation Report.
5	Distribute this report to the designated personnel within two working days (48 hrs) of the incident.
6	Communicate incident investigation findings and recommendations to employees, using one of the methods outlined in <i>Safety Training and Communications</i> .

Documenting the Investigation

Purpose This document outlines the required information, review authority, and record-keeping requirements for accident information reports.

Policy Document all incident investigations using the Supervisors' Incident Investigation Report.

Required information Include the following information in the Supervisors' Incident Investigation Report. This information is required to determine the cause of the incident and to prevent similar incidents in the future.

Question	Comments
Immediate Cause(s)	Identify the unsafe acts and or unsafe conditions
Contributing Cause(s)	Identify other factors such as <ul style="list-style-type: none"> ● lack of knowledge or skill ● improper job attitude ● physically unable
Safety Nets	Identify any safety net that should have been in place to prevent the occurrence and causes of the incident
Severity Index	Identify the classification of the incident to determine the severity index
Root Cause	Determine if management's roles and supervisor's roles were established, applied, and enforced
Action Taken	Determine the temporary and permanent action taken to prevent the reoccurrence of the incident

Review authority All reports will be reviewed for possible corrective action by the:

- Yard Manager
- Line of Business VP
- Corporate Safety Group.



Record-keeping

Maintain the record keeping system to document incident information for:

- Company requirements
- Workers Compensation
- Regulatory compliance record keeping
- legal action

This documentation will be maintained and readily available at each Yard office for the length of employment plus 5 years.

Training

To ensure competency and understanding of responsibilities, training on incident investigation procedures, techniques, and reporting will be provided during safety orientation.