

INCIDENT REPORT



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Section:	36	Revision Number:	01
Status:	Issued	Last Revised:	2/28/2018

1. PURPOSE

- a. To provide a procedure where all accidents and incidents, resulting in injury, occupational illness, environmental, and/or property damage, can be investigated to prevent recurrence.

2. INVESTIGATIVE PROCESS

- a. An investigation is the systematic collection of facts/ information for the purpose of describing and explaining an incident.
- b. Investigators collect relevant facts. Relevant facts consist of two types: direct and circumstantial.
- c. Supervisors and Project Leaders will be responsible for making the initial identification and assessment of potential evidence related to the incident.

3. RESPONSIBILITY

- a. ALL employees are required to report all accidents/ incidents to their supervisor immediately.
- b. ALL employees are required to participate in incident investigations.
- c. Project Leaders and Supervisors are responsible for all investigating, reporting, and corrective action follow up of all accidents/ incidents.
- d. Management will ensure that all incidents are properly conducted and executed in compliance to this program.

4. PROCEDURE

- a. All injuries, occupational illness, environment and/ or property damage and incidents must be reported to their supervisor immediately.
- b. Immediately after an accident/incident, the supervisor will ensure the safety of employees, public, equipment, environment, and facilities from further injury or damage and follow the steps of this procedure.
- c. While conducting investigations, all employees will utilize the appropriate Personal Protective Equipment, and equipment as needed.
- d. The supervisor is to investigate immediately, or as soon as possible, using available Report Forms. This includes properly identifying all evidence and assessment of immediate causes.
- e. Supervisors will identify and assess accident/ incident root causes, prevention, and course of action for follow up.

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f. Report Forms will be forwarded to Safety Committee members.

5. TIME REQUIREMENTS

- a. **H2** has the responsibility to verbally report the death of any employee (s) from a work-related incident or the in-patient hospitalization because of a work-related incident within 8 hours to the Area Office of the Occupational Safety and Health Administration that is nearest to the site of the incident. 1-800- 321-6742. If you do not learn of a reportable incident at the time it occurs and the incident would otherwise be reportable, you must make the report within 8 hours of the time the incident is reported to you or to any of your agent (s) employees.
 - i. Incident Reporters must give OSHA the following information for each fatality of multiple hospitalization incident
 1. Establishment Name
 2. Location of incident
 3. Time of incident
 4. Number of fatalities or hospitalized employees
 5. Names of any injured employees.
 6. Your contact person and his/her phone number
 7. A brief discussion of the incident.
- b. **H2** Incident Reports must be completed within 24 hours.
- c. Some regulatory agencies may require different reporting requirements. Supervisors will adhere to these requires, as defined by work agreement.
 - i. For example, Incidents involving Motor Vehicles and Hazardous Materials, a telephone call must be made no later than 12 hours after the occurrence of hazardous material spill. Note: **H2** does not transport hazardous material.

6. CATEGORIES

- a. There are three categories of loss severity
 - i. Minor
 - ii. Serious
 - iii. Major
- b. The following are categories of accidents/incidents.
 - i. Death

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- ii. Incident
- iii. Near Hit
- iv. Security
- v. Public
- vi. Vehicle
- vii. Injury
- viii. Illness
- ix. Property Loss
- x. Environment
- xi. Other

7. FORMS OF EVIDENCE

- a. Supervisors will be responsible for the identification and assessment of evidence. They will ensure a chain of custody for the four forms of evidence is obtained throughout the investigation and ensure that all forms of evidence are forwarded with Incident Report.
 - i. Testimonial- Object/ Witness Interviews
 - 1. Testimonial evidence will be collected in a written summary format, signed and dated by interviewer.
 - ii. Documentary- Fact Gathering/ Object/ Witness Statements
 - 1. Documentary evidence will be collected by having the Object or Witness complete, sign and date a summary.
 - 2. A witness's statement, an attendance record or a signature on a JSA are all examples of documentary evidence.
 - iii. Physical- Substances and Objects
 - 1. Physical evidence should be collected and preserved as early in the investigation as possible.
 - 2. If a person is injured, the investigator will see the injury, take a picture and seek a copy of any medical report completed because of the person being treated by a physician.
 - iv. Demonstrative- Pictures and Videos
 - 1. Incident Investigators will draw or take pictures/videos of all evidence with use of Cell Phone camera.
 - 2. Pictures will be forwarded to Safety Committee members.

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8. CHAIN OF CUSTODY

- a. Project Leaders and Supervisors are responsible for the collection, preservation, and security of incident evidence. They will identify all evidence

9. INVESTIGATION LEVELS

- a. All team members are responsible for reporting and participating in ALL incident investigations as required, regardless of level of loss severity.
- b. Project Leaders and Supervisors will investigate incidents to the level of loss severity.
 - i. Minor
 - ii. Serious
 - iii. Major
- c. All employees have Stop Work Authority in the event that a Serious and Major Incident occurs. Project Leaders and Supervisors will freeze operations in the event that a Serious and Major Incident occurs involving an employee injury or death. Project Leaders and Supervisors will consume work tasks only upon the completion of an Incident Report or Root Cause Analysis of a Serious or Major Injury or Death.

10. TRAINING

- a. All Project Leaders and Supervisors will receive annual training on Accident/ Incident Reporting, from a qualified or certified Incident Reporting professional.
- b. Employees will receive training on the Accident/ Incident Reporting Program, on an annual basis. This will include Reporting Responsibilities, Procedures, Time Limits, Evidence Assessment Types, Chain of Custody, Training, and Course of Action/ Follow Up.
- c. Foreman and Project Leaders will be responsible for providing on-site training to ensure Accident/Incident Reporting compliance, and to review similarities of process operations management and to communicate lessons to prevent reoccurrence.

11. COURSE OF ACTION/ FOLLOW UP

- a. Managers, Supervisors, and the Safety Committee will be responsible for the execution of additional Training, Corrective and Disciplinary Action. This will include the creation and implementation of a companywide action plan that intends to eliminate risk and hazards associated with cause of incident.

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- b. The Safety Committee will review all incidents monthly and provide follow up training and organizational messaging within each quarter, to eliminate reoccurrence of incidents.
- c. Review of all Incidents and Accidents will be presented to all employees on a quarterly or yearly basis.