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Abstract

The OSHA Accident / Incident Investigation and Reporting standards (29 CFR 1904) establish uniform requirements for employers to record and report work-related fatalities, injuries, and illnesses.

accident / incident investigation and reporting policy

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**A. GENERAL POLICY**

1. All accidents involving personal injury or substantial damage to equipment, property or material are to be reported to the HSE Department and the Company Managementas soon as possible. Near miss incidents, which are incidents that did not result in an injury but had conditions been slightly different could have resulted in and injury or environmental damage. All near miss incidents must be reported so that lessons learned can be communicated. Any work related fatality or accident requiring the hospitalization of three or more persons must be reported by Human Resources to OSHA within 8-hours of learning of the incident. This report must be submitted even if the fatality or hospitalization occurs up to 30-days after the incident. The report will contain:
2. The name of the person or person’s involved in the incident;
3. The location and time of incident;
4. The number of fatalities or hospitalized persons;
5. The contact person including phone number; and
6. A brief description of the incident.
7. The HSE Department and the Human Resources Manager will maintain information relative to accidents and injuries.

**B. FIRST AID REPORT**

1. An *Employer’s First Report of Injury or Illness* should be completed when an employee is given First Aid. The original record is to be sent to the Human Resources Manager. This record will also be kept on file by the HSE Department for one year following the incident.

**C. SUPERVISOR’S PERSONAL INJURY INVESTIGATION REPORT**

1. The HSE Department, Company Management or its designee must investigate and file a *Personal Injury Investigation Report (Appendix..D)* of all accidents involving personal injury or recordable illness to an employee or Contractor’spersonnel engaged in Company related work. Information on this report is then transferred to the *Log of Occupational Injuries and Illnesses, OSHA Form 300* within 6-working days after receiving information that a recordable injury or illness has occurred. Human Resources will maintain this information for an indefinite period.
2. *The Personal Injury Investigation Report* is to be completed by the HSE Department or the employee’s or contractor’s immediate Supervisor. Every reportable injury must be reported and sent to the HSE Department and Human Resources for review and incident or Near Miss evaluation. A review will be made by the next level of supervision, Company Management, the HSE Department and Human Resources.
3. A Reportable (Recordable) Injury is an occupational injury or illness that requires the injured person to obtain medical treatment. This conforms to the injury classification of OSHA. A Reportable Injury Report must be completed and sent to Human Resources within 5-working days of the date of injury.
4. No medical payments will be authorized for an employee unless the injury has been reported and the employee’s *Personal Injury Investigation Report* prepared.

**D. LOST WORK DAY OCCURRENCE REPORT**

1. All accidents involving lost workdays should be reported as quickly as possible to Human Resources who will then notify the Worker's Compensation insurance carrier. This information will be entered on the *OSHA 300 Log* and an investigation initiated by the HSE Department, Company Management or a designee.

**E. PHYSICIAN’S RELEASE**

1. If time was lost due to an occupational injury, the employee will present a Physician's Release when they return to work. The employee will obtain this release during their last visit to the physician before returning to work. In some cases, a written note or letter from the physician will serve the purpose.

**F. OSHA RECORDS INJURIES AND ILLNESSES *(OSHA 300 LOG)***

1. General Requirements
2. The Human Resources will maintain a written record on each employee’s injury and illness. A First Aid log may be used for minor cases. Any injury or occupational illness that requires more than on-site First Aid must be documented on the *OSHA 300*
3. *OSHA Log*: The number of man-hours worked each month must be calculated and retained for use in figuring accident rates and for completing any supplemental survey reports requested by OSHA or the Bureau of Labor Statistics (BLS).
4. Work related injuries or illnesses that result in any of the following would be recorded on the *OSHA 300* Log. The *OSHA 300 Log* is to be kept current at all times. The following circumstances must be listed on the *OSHA 300 Log*:
5. Fatality;
6. Occupational illness;
7. Loss of consciousness;
8. Restriction of work or motions, including partial or temporary;
9. Transfer to another position, including part-time or temporary; and
10. Medical treatment.
11. *OSHA Form 101 (Appendix L-2)*, will also be completed for every injury or illness entered onto the *OSHA 300 Log*. This form describes each injury and illness in detail. Both forms are available from OSHA.
12. The *OSHA 300 Log* will be posted in a conspicuous place from February 1st to March 1st of each year for the previous 12-month reporting period (e.g. January - December 2014 will be posted February 1, 2015 - March 1, 2015).
13. The Human Resourceswill review occupational injuries and illnesses and determine if cases will be added to the *OSHA 300 Log*, remain on the form or, in some cases, be removed.
14. When a decision is made not to record a case, documentation of such a decision will accompany the records on the injury and illness. For minor First Aid cases, these reasons may be reflected by entries in the First Aid Log or medical record.
15. Records of injury, illness and investigations will be retained for a minimum of 5-years. The *OSHA 300 Log* will be retained for 5-years. Modifications or changes to these records or the *OSHA 300 Log* will follow established OSHA procedures.
16. An injury or illness that requires on-site First Aid only is not required to be reported on the *OSHA 300 Log*.

**G. RETURNING FROM SICK LEAVE RESULTING FROM AN OFF-THE-JOB**

**INJURY**

1. When an employee is returning to work for an off-the-job injury, they may be requested to have a medical release from their family physician. However, there may be cases where a release will be required from a physician selected by the Company, such as back injuries and hernias.

**H. ACCIDENTS WITHOUT PERSONAL INJURY**

1. Investigations
2. The HSE Department will make an investigation and report on all major accidents, regardless if personal injury occurred or not.
3. A thorough investigation will be made to determine the cause of the incident and suggestions made for correcting the situation or preventing it from re-occurring when and where possible.
4. Any loss of equipment due to theft, damage, misuse or otherwise barring normal wear, should be reported and records kept on file by the HSE Department or Human Resources.
5. The Accident *and Incident Investigation Report (per Company Guidelines)* will be completed within 24-hours of any loss. Major losses will be reported by telephone the same day to the HSE Department, Company Management and Human Resources.
6. Fires and Explosions
   1. All fires and explosions involving the Company’s property and equipment will be reported as quickly as possible to the HSE Department, Company Management or his designee. It is not necessary to delay until final cost and damage estimates are made, as this information can be reported later.

**I. MOTOR VEHICLE ACCIDENTS**

1. In the event any Company or non-Company personnel are killed or seriously injured in a vehicle accident involving a Company vehicle, the Company Insurance Administrator will be notified by telephone as soon as possible by the HSE Department, Company Management or Human Resources.
2. The *Motor Vehicle Accident/Incident Report* will be completed in its entirety and forwarded to Human Resources within 5-working days of the accident.
3. State forms may be required and may need to be completed to comply with state law. When the state form is completed, a copy should be attached to the *Motor Vehicle Accident / Incident Report* and sent to Human Resources.
4. The following guidelines will also be applied following an accident involving company personnel:
5. STOP immediately and render aid to the extent of your FA/CPR training. If an accident victim is unconscious and other individuals are present at the scene, send someone to get medical assistance immediately;
6. Set out emergency reflectors or flares, if available, to protect yourself and other individuals at the scene;
7. Notify police and the Company as soon as possible
8. Obtain the following information at the accident t scene:
9. Name(s), addresses and phone numbers of individuals involved, as

well as any witnesses;

1. Drivers license numbers of those involved;
2. Vehicle license plates of vehicles involved;
3. Insurance information of individuals involved;
4. Name(s) and badge numbers of law enforcement agencies and

officials responding; and

1. Return to the office as soon as possible and complete the *Motor*

*Vehicle Accident/Incident Report*.

1. Do not discuss the accident with anyone other than the police, supervisory personnel, and the Company's Insurance Administrator.