

Incident Investigation & Reporting (With or Without Injury)	S.O.P. 1A		Page 1 of 5	
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STANDARD OPERATING PROCEDURE				

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I. SCOPE AND PURPOSE

- A. To set a standard for prompt reporting, investigation and documentation of injuries, illnesses, and near-misses in the workplace for the purpose of:
 - 1. Providing information to determine injury rates, identify trends or problem areas, and to satisfy workers' compensation requirements.
 - 2. Identifying causal factors.
 - 3. Identifying deficiencies in the management system.
 - 4. Suggesting and implementing corrective action.

NOTE: Requirements for treatment of injuries are covered S.O.P. 5C

II. RELATED PROCEDURES AND RESOURCES

- A. SOP 5A Drug, Alcohol, and Contraband Procedures
- B. SOP 5B Bloodborne Pathogens Control
- C. SOP 5C Treatment of Injuries and Illnesses
- D. Appendix Form 1A.1b, Supervisor's Incident Report and Investigation Form
- E. Appendix Form 1A.1b.1, Supervisor's Incident Report and Investigation Usage Instructions
- F. Appendix Form 1A.1c, Weekly Injury Report
- G. Appendix Form 1A.1d, Supervisor Initial First-Aid/Injury Report
- H. Appendix Form 2B.1b, Daily Attendance Sign-out Sheet

III. PERSONNEL RESPONSIBILITY

A. Employee

1. All employees, upon hire, must complete an Employee Emergency Medical Profile, Appendix Form 1A.1a, which provides “The Company” with medical information and contact persons in case of an emergency.
2. Each employee must immediately report all incidents (with or without injuries), regardless of how minor, to their supervisor. The supervisor will in turn notify the Safety Department by phone.
3. Employees will sign-off on the worksite Weekly Injury Report, Appendix Form 1A.1c at the time of notification **AND** in the “First Aid Box” on the Daily Attendance Sign-out Sheet, Appendix Form 2B.1b when leaving the jobsite, as verification of a job-related injury on the work site.
4. Any employee who fails to follow this procedure will be subject to disciplinary action up to and including termination.

B. Supervisor and/or Job Safety Representative

1. Upon notification by employee, the supervisor must immediately take all steps necessary to provide emergency rescue and/or medical help for the injured or ill.
2. Refer to S.O.P 5C, Treatment of Injuries or Illnesses.
3. Immediately take actions that will prevent or minimize the risk of further injury, or property damage.
4. Assign persons to secure the scene of the accident as outlined later in this procedure.
5. Must determine severity of incident and notify appropriate persons accordingly.
6. Must ensure that all related Reports and Logs are completed.

C. Satellite Offices

1. Must provide Main Office with all reports for all injuries or illnesses that require medical attention and/or are classified as recordable.
2. Shall forward all “Incident” and “Investigation” reports to the Main Office via fax, within 24 hours, unless otherwise requested.
3. Shall respond to further reporting requirements at the discretion of the Safety Director.

IV. NOTIFICATION PROCEDURE

- A. The following is a general guideline to determine the severity of incidents and proper notification procedure:
 1. If in doubt activate Emergency Response System
 2. The following will be classified as **Fatal or Severe**:
 - a. Fatality, profuse bleeding, difficulty breathing, loss of consciousness, choking, electrocution, inability to move, or any other condition deemed severe,
 - b. Immediately activate the Emergency Response System (onsite or local emergency numbers).
 - c. Contact the Safety Director, or his designated representative.

- d. Contact the client.
 - e. Document injury or illness on the Weekly Injury Log, Appendix Form 1A.1c.
 - f. Start preliminary investigation using Appendix Form 1A.1d, Supervisor's Initial First-Aid/Injury Report and if required by the Safety department, use appendix Form 1A.1b, Supervisor's Incident Report and Investigation.
 - g. Assist and participate in the Safety department's Accident Investigation.
3. The following will be classified as **Moderate**:
- a. Broken bones, lacerations that may require stitches, burns, muscle strains or sprains.
 - b. Immediately contact the Safety Department
 - c. Document injury or illness on the Weekly Injury Log, Appendix Form 1A.1c.
 - d. Start preliminary investigation using Appendix Form 1A.1d, Supervisor's Initial First-Aid/Injury Report and if required by the Safety department, use appendix Form 1A.1b, Supervisor's Incident Report and Investigation.
 - e. Assist and participate in the Safety department's Accident Investigation.
4. The following will be deemed **Minor**:
- a. Any injury or illness, other than listed above, that does not meet the criteria for severe or moderate.
 - b. Notify Safety Department by end of shift.
 - c. Document injury or illness on the Weekly Injury Report, Appendix Form 1A.1c and the Supervisor Initial First-Aid/Injury Report, Appendix Form 1A.1d.
 - d. Follow up with the employee on a regular basis (several times/shift) to ensure the employee's condition does not worsen.
5. Informing Line Management:
- a. The supervisor is responsible for initiating communication of all accidents to upper management.
 - b. The established "chain of command" will be followed, for example the supervisor will contact the Project Manager, the Project Manager will contact the Division Managers, and so on. In addition the Supervisor will contact the Safety Department to ensure medical response.
 - c. The Project Manager will contact the Safety Director, who will in turn confirm an appropriate treatment response has been initiated.

NOTE: In the event of a fatality, **DO NOT attempt to contact the family.** An Authorized Company Representative or the area's Controlling Legal Authority should make all contact with the "next of kin".

NOTE: In the event that an employee is being transferred to a medical facility and is unable to contact family, **DO NOT do so yourself**. This will be the responsibility of the Company Safety Director or his designated representative.

V. SECURING THE SCENE

- A. It is the supervisor's responsibility to secure the scene of the accident to ensure a thorough investigation and to prevent exposure to bodily fluids or other hazardous conditions. All efforts must be made to secure the area, equipment, tools, etc.
- B. Utilize one or more of the following to secure the scene:
 - 1. Barricade the area.
 - 2. Designate an employee(s) to monitor the area.
 - 3. Provide for collection of transient or perishable evidence.

VI. INVESTIGATION PROCEDURE

- A. Form 1A.1b, Supervisor Incident Report & Investigation shall be utilized as the major investigation tool.
- B. Follow the Supervisor's Incident Report & Investigation Usage Instructions found on attachment 1A.1b.1 as a guideline.
- C. Cooperate with Project Management and the Safety Department in all aspects of the investigation.

VII. INCIDENT REPORTS AND LOGS

- A. All applicable investigating report forms and logs must be filled in entirely, leaving no blank spaces.
- B. Copies of all applicable investigations, reporting forms and logs must be maintained at the jobsite for the duration of the project.
- C. The following reports and logs must be completed, as *applicable*, for all incidents:
 - 1. **"First Aid Box" on the Daily Attendance Sign-out Sheet**, form 2B.1b - employees are required to sign out in this box if they have suffered a job-related injury during that days work activities.
 - 2. **Weekly Injury Report**, form 1A.1c - every injury/illness must be logged.
 - 3. **Supervisor's Initial First-aid/Injury Report**, form 1A.1d - to be completed for all injuries.
 - 4. **Supervisor's Incident Report and Investigation**, form 1A.1b - to be filled out for every injury/illness requiring a doctor visit and every property damage incident.
 - 5. **OSHA 300 Log** - Only recordable injuries/illnesses are to be entered on this log. Originals of all investigations and reports must be forwarded, via fax, mail, or hand, to the Safety Department upon completion and within 24 hours from the time of the incident. All medical reports, that are initial

and follow-up reports, must be forwarded to the Safety Department until medical treatment is complete

VIII. CAUSAL FACTORS AND CORRECTIVE ACTION

- A. The purpose of incident investigation and reporting is to identify Causal Factors and eliminate those factors through corrective actions.
- B. Causal Factors and Corrective Actions will be determined and implemented through a team effort involving: supervisor, employees, safety personnel, and upper management. Trends can be recognized as a result of accurate reporting and this allows for continuous safety management improvement across the company. All Corrective Actions must be documented for each incident.