

Incident Reporting System and Investigation Procedure

Preparation

1. Read Company Policy Chapter
2. Make _____ Copies of this Lesson Plan for Personnel
3. Make Transparency, procure transparency pens, etc.
4. Coffee, tea, snacks

Other:

Material

- 1.

Objective

By the end of this session, personnel shall be able to:

- State the reason for a reporting system.
- Define a “reportable incident” and “near miss”.
- Discuss the specific procedures to be followed to report an injury, illness, and other incident(s)
- Describe Company Policy regarding Employee Training

Background

The Company Incident Reporting System is designed to:

1. Track and analyze employee injuries and illnesses, property and vehicle damage, as well as serious events or near misses which might have resulted in personal injury, illness, or property and vehicle damage
2. Initiate the worker’s compensation process, if necessary
3. Meet regulatory reporting requirements

The Incident Reporting System requirements apply to all incidences involving Company personnel arising out of or in the course of employment which results in (or might have resulted in) personal injury, illness, and/or property and vehicle damage.

Notes

Reason for a Reporting System

All incidents (accidents resulting in injury or causing illness to Company employees) and events (near-miss accidents) shall be reported in order to:

- Establish a written record of factors which cause injuries and illnesses and occurrences (near-misses) which might have resulted in injury or illness but did not, as well as property and vehicle damage.
- Maintain a capability to promptly investigate incidents and events in order to initiate and support corrective and/or preventive action.
- Provide statistical information for use in analyzing all phases of incidents and events involving Company personnel.
- Provide the means for complying with the reporting requirements for occupational injuries and illnesses outlined in Section 19 of the Occupational Safety and Health Act of 1970.

Incidents & Near Misses (Occupational Injuries and Illnesses)

Incidents (Occupational Injuries and Illnesses)

Injuries and illnesses that require reporting include those injuries and illnesses occurring on the job which result in any of the following: lost work time, restrictions in performing job duties, requirement for first aid or outside medical attention, permanent physical bodily damages, or death. Examples of “reportable injuries and illnesses include, but are not limited to, heat exhaustion from working in hot environments, strained back muscles from moving equipment, acid burns on fingers, etc.

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Incidents (Injuries and Illnesses)

Injuries and illnesses shall be reported by the injured employee to his or her supervisor in person or by phone as soon after any life-threatening situation has been addressed. If the injured employee is unable to report immediately, then the incident should be reported as soon as possible.

Events

In cases of a fire or explosion that cannot be controlled by one person, vehicular accident resulting in injury or more than \$500 worth of damage, or a chemical release requiring a building evacuation, the involved party must immediately report the incident to the emergency response services in the area (911 – police, fire, etc.)

Events, hazardous working conditions or situations, and incidents involving contractor personnel must be reported to Safety and Health Manager immediately.

Training

To ensure that Company personnel are cognizant of the Company Incident Reporting System requirements and are aware of their own and other's responsibilities, a series of informational and instructional training opportunities exist.

Personnel new to the Company are required to attend New Employee Orientation training which will inform them on Company organizational structure, resources, and procedures.

This orientation will ensure that new personnel are aware of the existence of this Manual and of its contents, and who the responsible persons in their organizations are.

Closure

All Company employees must be familiar with the procedures for reporting occupational injuries and illnesses and hazardous conditions or situations in which employees may be potentially exposed. All Company personnel have the responsibility to initiate the incident reporting sequence by informing their supervisors immediately of an actual or potential injury or illness as soon as possible after an incident has occurred.

What questions do you have?

Notes

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