

ACCIDENT INVESTIGATION PLAN

POLICY STATEMENT

It is the policy of [Company name] to identify any hazardous conditions or unsafe actions that occur after all appropriate safety controls are in place, to determine the causes of the hazards or unsafe actions, and to take immediate corrective action.

AUTHORITY AND SCOPE

AUTHORITY. [Insert your state's worker's compensation requirements for investigations, if applicable. If applicable, cite the process safety management investigation requirements under 29 CFR 1910.119(m). Otherwise, list the executive or department that authorizes accident investigations.]

SCOPE. All accidents that cause or have the potential to cause serious injuries to employees, contractor employees, visitors, and damage to the property of [Company name] are covered by this Plan.

The accident reports generated under this Plan may be used to fulfill in part the OSHA injury and illness reporting requirements under 29 CFR 1904.

PROGRAM ADMINISTRATION

TABLE [NUMBER 1] provides the personnel and contact information for the administration of accident investigations.

TABLE [NUMBER 1]

PROGRAM CONTACT INFORMATION

[Modify the list and following job functions as applicable to your organization.]

FUNCTION	NAME/DEPARTMENT	CONTACT INFORMATION
Safety and Health Program Administrator	[Name]	Work phone: Cell phone:
Principal Accident Investigator		Work phone: Cell phone:
Accident Investigator		Work phone: Cell phone:
Accident Investigator		Work phone: Cell phone:
Supervisor(s)		Work phone: Cell phone:

Human Resources Manager		Work phone: Cell phone:
Safety Committee Chairperson		Work phone: Cell phone:

SAFETY AND HEALTH PROGRAM ADMINISTRATOR. The Administrator will:

- Develop and revise, when necessary, the Accident Investigation Plan.
- Provide relevant training to ensure that accident investigators and other personnel involved in accident investigations properly carry out investigations.
- Monitor corrective actions implemented as a result of accident investigations.
- Make recommendations when needed concerning the effectiveness of corrective actions.

PRINCIPAL ACCIDENT INVESTIGATOR. The Principal Accident Investigator will direct and/or conduct investigations of all accidents and injuries sustained by employees, contractor employees while they are working at a [Company name] work site, and visitors to [Company name] work sites, according to the procedures outlined in this Plan. He or she will develop and implement corrective actions to prevent the causes of accidents and injuries identified through accident investigations.

ACCIDENT INVESTIGATOR(S). The Accident Investigator will conduct investigations and implement corrective actions as directed by the Principal Accident Investigator.

SUPERVISOR(S). Supervisors must:

- Ensure that injured or ill employees receive immediate medical attention.
- Immediately notify [name, job title, or department] of the accident, injury, or near-miss, including any damage to equipment or other property.
- Advise the employee of his or her accident reporting requirements and provide the employee with [name/number of the worker's compensation claims form], then send the completed form to [name, job title, or department] within 24 hours.

HUMAN RESOURCES MANAGER. The Human Resources Manager will provide the authorization for medical treatment of employees prior to their employment. Such staff will contact the employee(s), describe benefits, and develop a plan for returning the employee(s) to work.

EMPLOYEES. All employees of [Company name], including employees of contractors working at [Company name] work sites, must report work-related injuries and illnesses to their supervisor(s) and complete the employee section of the [name of the accident report form].

PROGRAM REVIEW AND UPDATE

This Plan will be reviewed and updated as needed to maintain the integrity of the accident investigation and reporting program.

DEFINITIONS

ACCIDENT—any unplanned and undesired event that results in personal injury or in property damage.

NEAR-MISS INCIDENT—an unplanned, undesired event that adversely affects completion of a task and does not result in an injury that requires medical treatment nor causes property damage.

DIRECT CAUSE—a person or property receives an amount of energy or hazardous material that cannot be absorbed safely.

INDIRECT CAUSE—unsafe acts and conditions.

BASIC CAUSE—poor management policies and decisions, or personal or environmental factors, which lead to indirect causes.

MEDICAL TREATMENT—response by professional medical personnel to serious injuries and illnesses, such as puncture wounds, fractures, infections, second- and third-degree burns, and other injuries that require more than one-time treatment or observation.

NEAR MISS—incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

ACCIDENT INVESTIGATION AND REPORTING PROCEDURES

INJURY TO EMPLOYEES/PROPERTY DAMAGE

If an employee sustains a work-related injury, the employee or a co-worker will immediately notify the supervisor of the work-related injury or illness, and the supervisor will ensure the injured or ill employee receives prompt medical treatment. The employee will complete the employee part of the [name of the accident report form]. If the date and time of the injury or illness cannot be determined, such as an injury caused by cumulative or repeated stress, the date of the last time that the employee worked is entered on the form.

Any person who observes or causes damage to property or equipment will immediately report such damage to a supervisor.