

UNCONTROLLED IF PRINTED
INCIDENT INVESTIGATION

1.0 Purpose

To establish, implement and maintain a procedure(s) to record, investigate, analyze, and determine root cause(s) for incidents in order to determine underlying OH&S deficiencies and other factors that might be causing or contributing to the occurrence of incidents. To identify the need for corrective action, the opportunity for preventive action and continuous improvement, and to communicate the results of the investigation.

2.0 Terms and Definitions

Refer to BS OHSAS 18001:2007 3.1-3.23 available from the Plant Safety Coordinator and/or Plant Lead Auditor.

3.0 Procedure

3.1 Incident investigation reports for the following categories are initiated by the Health & Safety department immediately after receiving a report from the involved employee:

3.1.1 Incidents/Injuries/Illnesses which are OSHA recordable regardless of whether they result in Restricted duty and/or Lost work time.

3.1.2 "Near Miss" - Incidents that do not result in injury, but are of a serious and hazardous nature, and could precipitate a injury.

3.1.3 Personal injury or property damage incidents occurring to contractors or other visitors on the premises.

3.1.4 Worker's compensation claims which are questionable in nature.

3.1.5 Property damage.

3.2 Incident Investigation reports will be completed as follows:

3.2.1 For Incidents/Injuries/Illnesses that are OSHA recordable, The Health Services and/or Safety department will initiate the Incident Investigation within 24 hours of knowledge the incident is OSHA recordable.

They will complete the sections of the Incident Report that include a description of the injury, treatment given, and estimated lost work, or restricted work time. Specific information given by the employee or witness to the incident may also be included on this report at this time.

3.2.2 The foreman or designee (ie: team leader or supervisor) then investigates and completes the report including the following information:

3.2.2.1 Determine what actually happened.

3.2.2.2 Determine the root cause(s).

3.2.2.3 Determine if an unsafe "act" was committed and if employee discipline is a part of the corrective action.

3.2.2.4 Describe corrective action taken immediately, and planned corrective action.

3.2.2.5 Determine what actions will be taken to prevent recurrence, and what opportunities are available for continuous improvement.

3.2.3 All completed incident Investigation reports will include at a minimum who, what, when, where, why and the recommended corrective action.

3.2.4 All incident investigation reports are documented and maintained in the Incident Investigation Lotus Notes database.

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4.0 Training

All foremen and supervisors with responsibility for incident Investigation will participate every 2 years in training specific to the act of incident investigation and recording.

5.0 Responsibility and Accountability

Leadgroup members are required to complete incident investigation reports in a timely manner and this performance is measured in their individual performance reviews.

6.0 Forms

HSF 4-0002.WTE	Near Miss Incident Report
HSF 4-0103.M	Near Miss Incident Report (Marinette Specific)
Lotus Notes	Incident Investigation Database - Link - - -> Notes Link