

## **PROCEDURES FOR ACCIDENT INVESTIGATIONS**

Accidents must be investigated to an appropriate degree. As a result we have two levels of investigations, a formal and a routine investigation.

### **1. FORMAL INVESTIGATIONS**

a. Formal investigations are conducted for serious accidents. Both Safety and the Department involved are participants in the investigation. The following incidents are the ones normally investigated in a formal investigation:

i. Lost time accidents (Lost time is missing the next tour of duty/work day.)

ii. Serious accidents or near misses without lost time such as explosions, fires, chemical spills, and electrical accidents

b. Once an accident is reported, a decision on the need to conduct a formal investigation is immediately made by Department Director and EHS. If either determines that a formal investigation is

iv. Arrangements to follow up and assure the action is taken (quality control)

#### 4. APPROVAL PROCESS AND ROUTING

a. The action plan should be reviewed by the department director or dean for approval.

Accidents involving lost time should be reviewed by the Accident Review Committee\* for consistency and effectiveness in enforcement and corrective action. Other serious consequence incidents will also be reviewed.

b. If disciplinary action is appropriate, Human Resources Management (HRM) should be consulted for guidance.

c. The accident investigation should be routed to the EHS office. A copy should be filed in the department of origin.

#### 5. COMPLETING ITEMS IN THE ACTION PLAN

a. Departments are to complete action items and report completion to EHS on routine investigations.

b. On formal investigations, EHS will track the action plan to completion with the cooperation of the department involved.

\*the Accident Review Committee consists of representatives of HRM, EHS, Risk Management, and the department director/dean. This review is performed prior to disciplinary action being taken. The Director, EHS coordinates the review process.