

Company Logo	COMPANY	Issue Date:	
		Revision Date:	
		Next Review Date:	
INCIDENT INVESTIGATION & REPORTING			

1. Purpose:

The proper reporting and investigation of accidents are a necessary part of **COMPANY** safety program. Determining causes of accidents generally indicates means that will prevent reoccurrence of similar accidents.

2. Scope:

This program describes the policies and procedures for incident reporting and investigation.

3. Policies and Procedures:

a. Reporting

- i.** All incidents shall be reported immediately to an employee’s immediate supervisor. All incidents shall be reported to the Human Resource Department as soon as possible but no later than 24 hours after the occurrence.
- ii.** All incidents shall be reported to OSHA within 8 hours of their discovery.
- iii.** All incidents must also be reported to the owner client as soon as possible, but no later than 24 hours after the occurrence.
- iv.** Individual responsibilities for reporting and investigation must be pre-determined and assigned prior to incidents.

b. If a personal injury is sustained in connection with **COMPANY** operations, obtain medical help promptly. First aid treatment shall be offered for an injury. If someone trained in first aid determines the injury is minor, take the injured person to the nearest medical treatment facility; if injury is serious of an employee trained in first aid is not present, call an ambulance immediately.

c. Incidents should be reported in sufficient detail with factual information so that persons not otherwise familiar with the incident may visualize it. The names, addresses and telephone numbers of witnesses must be secured whenever possible. Newspaper clippings, police or fire reports, comments of bystanders and second hand reports are also important and should be included with the initial report or furnished at a later time.

d. Investigation

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- i. All accidents shall be investigated immediately by the injured worker's supervisor or foreman to determine the cause, and where possible, corrective action taken to prevent recurrence of a similar injury. Employees shall be encouraged to report "near misses" and the supervisor shall investigate any near miss in the same manner as if it were an injury accident.

Sample document only, not the complete program.