

ACCIDENT, INCIDENT AND INJURY INVESTIGATIONS HEALTH & SAFETY MANUAL POLICY

The Company is committed to investigating worksite incidents, whether they are a fatality, injury, illness, or close call. We are committed to providing employees the opportunity to identify hazards in our operations and shortcomings in our safety and health programs.

We will focus on identifying and implementing the corrective actions necessary to prevent future incidents.

Our incident investigations will focus on identifying and correcting root causes, not on finding fault or blame.

Incident investigations will be conducted by a supervisor, but to be most effective, these investigations will also include managers and employees working together as a team. In conducting an incident investigation, the team will look beyond the immediate causes of an incident to identify the root cause of an incident.

All incidents are investigated to the appropriate level with regards to incident severity.

All required incidents are reported to OSHA within 8 hours and to the client (host facility) within 24 hours.

Responsibilities for incident investigation are assigned prior to occurrence of an incident.

Personnel are trained in their roles and responsibilities for incident response and incident investigation techniques. Training requirements relative to incident investigation and reporting (Awareness, First Responder, Investigation, and training frequency) are identified in the program. Proper equipment is available to personnel to conduct incident investigations

Initial identification of evidence immediately following the incident include, but is not limited to, a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and physical factors such as fatigue, age, and medical conditions.

Evidence of the incident such as people, positions of equipment, parts, and papers are preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.

Witness interviews and statements and follow up interviews are collected following an incident. The Company addresses identifying corrective actions resulting from incident investigations.

Written incident reports will be prepared and include an incident report form and a detailed narrative statement concerning the events. The format of the narrative report may include an introduction, methodology, summary of the incident, investigation board

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member names, narrative of the event, findings and recommendations. Photographs, witness statements, drawings, etc. may be included.

The Company will inform employees regarding documentation and communication of lessons learned and will review of similar operations to prevent reoccurrence

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DISCLAIMERS

Even OSHA's own website has a disclaimer:

- These regulations and related materials are ... continually under development. The user should be aware that, while we try to keep the information on our Web site timely and accurate, there will often be a delay between official publication of the materials and their appearance or modification on these pages. The Company will make every effort to correct errors brought to our attention.

Company Disclaimer:

- The following has been developed to reduce hazards likely to cause injuries to our employees.
- Some of the following policies may not be applicable to our operations. This manual serves as a guideline and is subject to change or modification as particular circumstances warrant.
- Employees should contact their immediate supervisor or senior management with questions.
- **If there are conflicts with local, state or federal regulations or the Company's Employee Handbook or other Company documents, the local, state or federal regulations, the Company Employee Handbook or other Company documents will prevail.**

Agency Risk Management's Disclaimer:

- The information contained is not the complete OSHA standard.
- The information contained is for informational purposes only.
- Agency Risk Management makes no guarantee the information in this document is true, correct, precise or accurate.
- Agency Risk Management has no influence on how the information in this document is used.
- No one employed by or connected to Agency Risk Management takes any responsibility for the results or consequences of error or for any loss or damage suffered by users of any of the information in this document or attached to it, and such information does not form any basis of a contract with users of it.

Reference OSHA Standards:

- **Refer to the OSHA standards and updates issued by OSHA for the most accurate information.**
- **This document is based on OSHA's [Training Requirements in OSHA Standards](#) document.**
- **When there is a conflict between the contents in this document and, as applicable, [OSHA 29 CFR Part 1926 Safety and Health Regulations for Construction](#) or [OSHA 29 CFR Part 1910 Safety and Health Regulations for General Industry](#), the OSHA standards and other regulatory updates will prevail.**