

## **ACCIDENT/INCIDENT REPORTING/INVESTIGATION**

An accident is an unplanned, undesired event that sometimes results in personal injury, property damage or both. The investigation should determine WHAT happened, HOW it happened, WHY it happened and what should be done to prevent similar incidents. This same procedure should be followed for the often forgotten **NEAR MISS** accident as well.

The methods presented are flexible. They allow considerable latitude in the make-up of an accident investigation team and their activities.

### **A. REPORTING**

1. All on-the-job personal injuries must be reported immediately to the supervisor.
  - a) Action Taken By The Supervisor:
    - 1) Secures or assists in securing the scene of the accident to prevent further injury to personnel.
    - 2) Immediately notifies management and the proper Agencies/Authorities within 8 hours.
    - 3) Aids injured employee(s) and coordinates efforts to obtain proper medical assistance.
    - 4) Reports to customer personnel on location and immediately notifies Eagle Industrial Instrumentation management. The following information will be made available at time of first report of injury:
      - a) Name of injured party(s).
      - b) Date, time and specific location of accident. It is critical to indicate whether the injury occurred while working on or being transported by or to vessels of all types, including self-propelled vessels, barges, jack-up rigs, drill barges or ships used for travel or work on, over or under inland and offshore waters.
      - c) How the accident occurred.
      - d) Description of injury.
      - e) Names of any witnesses and their employer.
      - f) Names of all Eagle Industrial Instrumentation personnel on location.
      - g) If applicable, estimated time of arrival, name and location of medical treatment facility to which injured party(s) will be transported.
      - h) If possible, and in concert with injured employee, prepares a written statement detailing the conditions and events surrounding the accident.

- i) If possible interviews any witnesses. Also, collects contact information from witnesses for possible future use by management.
    - 5) Completes Employer's Report of Injury.
  - b) Actions Taken In By Eagle Industrial Instrumentation Management:
    - 1) Dispatches safety coordinator or management personnel to meet and/or accompany injured party to medical facility. Representative stays with injured employee and reports condition of injured employee back to management.
    - 2) Prepares Employee's First Report of Injury and submits same to appropriate State and/or Federal Agencies.
    - 3) Makes sure all applicable forms are filled out and distributed to appropriate authorities. Follows up with employee and medical personnel until the employee is released for full duty. Note: Supplemental Report of Injury will be required to report changes in employee work status.
    - 4) If appropriate, notifies immediate family if injured is Eagle Industrial Instrumentation employee.
    - 5) Contacts and updates appropriate customer personnel on condition of injured employee.
    - 6) Reviews findings of Accident Report and ensures recommendations are communicated to all employees and/or incorporated into Eagle Industrial Instrumentation safety program.
    - 7) Trains personnel in their responsibilities and investigating techniques.
    - 8) Ensures that proper equipment is available for collecting and recording data and information.
    - 9) Identifies and assesses initial data retrieved from the incident site.
    - 10) Further interviews any witnesses if necessary.
2. All vehicle accidents which occur while an employee is operating a vehicle owned, leased or rented by Eagle Industrial Instrumentation must be immediately reported to company management. This includes accidents or personal injury involving real or claimed damages / injuries to non-owned Eagle Industrial Instrumentation property or third party personnel.
- a) Actions taken at the scene of the accident:
    - 1) Renders assistance to anyone who might have sustained injuries.
    - 2) Unless causing a traffic hazard, the vehicle should not be moved until instructed to do so by the investigating law enforcement officer.

- 3) Position available hazard devices to warn oncoming motorists.
  - 4) Identify the people (names, addresses, telephone numbers, drivers license numbers) and vehicles (make, model, license numbers) involved.
  - 5) Identify and obtain names, addresses and telephone numbers of all passengers and witnesses.
  - 6) Obtain an accurate description of the location.
  - 7) If injuries, real or claimed, are involved, obtain as much information as possible regarding the extent of injuries.
  - 8) Obtain the name of the investigating officer, agency employing the investigating officer and ask the officer to furnish any state or local forms to be filled out.
  - 9) Eagle Industrial Instrumentation employees should not make any statements except as required by the investigating officer.
- b) Actions taken by Eagle Industrial Instrumentation Management
- 1) Ascertain, to the extent possible, location, injuries to Eagle Industrial Instrumentation and/or third party personnel, and property damage to Eagle Industrial Instrumentation and/or third party property.
  - 2) Notifies nearest claims adjuster and requests adjuster's presence at the scene of the accident. If necessary, also dispatches management representative to the scene of the accident.
  - 3) If Eagle Industrial Instrumentation employee(s), notifies immediate family.
  - 4) If death, serious personal injury and/or substantial property damage is involved, contacts legal counsel.
  - 5) Completes Motor Vehicle Accident Report and makes same available to the office of the claims adjuster.
3. Any non-vehicular accident or incident in which there is damage to non-owned property or personal injury to persons other than Eagle Industrial Instrumentation employees and resulting from the conduct of Eagle Industrial Instrumentation employees, operation of Eagle Industrial Instrumentation equipment, or use of Eagle Industrial Instrumentation products or procedures must be reported as a potential general liability claim.
- a) Actions taken at the scene of the accident:
- 1) Eagle Industrial Instrumentation employees should render the location as safe as possible. This may include securing Eagle Industrial Instrumentation equipment and offering first aid assistance.

- 2) After the emergency has subsided, or work has been completed, but before leaving location, obtains all pertinent information regarding the accident and/or occurrence.
  - a) Obtain names, addresses and employers of all personnel and witnesses present when the accident occurred.
  - b) Extent of injury(s).
  - c) Location of the accident.
  - d) Extent of property damage.
  
- b) Actions taken by Eagle Industrial Instrumentation Management:
  - 1) Completes "Report of Accident" and files for future reference.
  - 2) When applicable, notifies claims adjuster and makes copy of "Report of Accident" available.
  - 3) In cases of death, serious personal injury or substantial property damage, notifies legal counsel.
  - 4) If Eagle Industrial Instrumentation equipment is involved, said equipment, as instructed by management, may be tagged and removed from service for further investigation. If equipment has been taken out of service, only an officer of Eagle Industrial Instrumentation may release the equipment for field use.
  - 5) The manager or designee is responsible for reporting all accidents and injuries (except first aid cases) to the Claims Administrator within two working days of the incident. This report can be made by telephone. Serious accidents must be reported to the Claims Administrator immediately.

## **B. RECORD KEEPING**

1. Eagle Industrial Instrumentation Office Staff shall maintain an accurate OSHA 300 Log as required by the United States Department of Labor. The specific OSHA Record keeping guidelines for this document shall be followed, particularly the reporting of accidents that require medical treatment.
2. The previous year, OSHA Form Summary shall be posted on Eagle Industrial Instrumentation bulletin board on February 1<sup>st</sup> of each year and shall be removed on March 1<sup>st</sup> (the original of this document shall be kept on file for 5 years).
3. Periodically, it may be necessary to forward a copy of this form to the Louisiana Office of Worker's Compensation.

4. OSHA 300 Logs and Accident Reports indicative of the type occurrence (Near-Miss, First Aid, Restricted Work, Lost Time, Medical, or Fatality) shall be kept on file at Eagle Industrial Instrumentation office.
5. The Office Manager and Safety Coordinator will keep central files on all documented inspections, investigations, safety meeting attendance logs and minutes, injury logs, personnel safety, training records , and related documentation. These records will be maintained in the Safety Accident Prevention file for at least one year after the current year.
6. These files will be maintained for at least five years. OSHA 300 reports must be kept for five years.

### **C. FIRST AID/MEDICAL SERVICES**

1. Confidentiality - Employee medical records shall be filed by employee number or social security number and kept separately from all other files. Either employees or their designated representatives may request copies of these files.
2. Coordination With Clients - Eagle Industrial Instrumentation personnel will question each client prior to performing any work to ascertain the source(s) of emergency medical assistance. This may include first aid, emergency medical services, ambulances, and/or life flight services.
3. Treatment Procedures For Injured - All injuries shall be reported immediately to the supervisor in charge. Your supervisor will insure that you get first aid treatment and should the injury require it, transportation will be provided so that professional medical care can be given.
4. Emergency phone numbers should be ascertained prior to performing any work.
5. Failure to report injuries prior to leaving the job site can be cause for disciplinary action.
6. Adequate first aid supplies and equipment are maintained on each job site for emergency use.

### **D. PROCEDURES FOR HANDLING AND REPORTING OF ACCIDENTS/INCIDENTS**

All accidents, injuries, near miss and/or incidents, no matter how small, are to be reported to the supervisor and the office as soon as possible. Failure to report or

document any incident is subject to disciplinary action up to and including discharge. If notification was not given, the injury/illness/incident will be considered as questionable.

Accurate information should be recorded on the appropriate form(s). Delays, even those of a few hours, can permit information or items of importance to be lost, removed, destroyed, or forgotten.

All accidents/incidents will be investigated in order to determine the cause and any action, which shall be taken to prevent a recurrence; it is not used to establish blame.

In no event should non-company personnel be allowed at the scene of the incident without express consent of Eagle Industrial Instrumentation (or other regulatory agencies).

**1. Personal Injury**

Provide proper medical attention as soon as possible, including transportation to the nearest medical facility or company physician. The more serious the injury, the more important it is for prompt reporting. Also, advise if transportation is needed.

- a) Contact the office by telephone giving name of the injured party, time, date, location and description of the incident. If not a company employee; in addition to the above, furnish the name of the employer.
- b) Secure the scene.
- c) Complete Eagle Industrial Instrumentation incident reports form.
- d) Save and tag all equipment involved.

**2. Vehicle Incidents**

If you are involved in an incident involving a Company vehicle, you should:

- a) Leave the vehicle in same location until directed by law enforcement official.
- b) Render first aid as required.
- c) Signal oncoming traffic with flags, markers, etc.
- d) Notify the local or appropriate law enforcement authorities.
- e) Notify the office as soon as practical.
- f) Make no statement to anyone other than law enforcement personnel or company office personnel.
- g) Do not attempt to settle an accident, admit fault or responsibility.
- h) If an unattended vehicle or personal property is involved, try to locate the owner. If unable to locate, leave Eagle Industrial Instrumentation name, address and telephone number, and a description of what happened.

- i) Follow these procedures no matter how small the incident may appear.
- j) Complete Eagle Industrial Instrumentation incident reports form.

**3. Completing an incident/illness report**

The following procedures shall be followed when completing Eagle Industrial Instrumentation incident report form. The same form is used when completing personal injury, illness, or vehicle incidents.

- a) All questions, sections, or blanks must be completed. If the blank does not require information, insert N/A.
- b) All reports should contain as much detail about the accident/incident as possible.
- c) Report the facts only, avoid any opinions.
- d) Include a diagram to help explain the accident.
- e) It is the supervisor's responsibility to complete Eagle Industrial Instrumentation incident report and any other reports when appropriate.

**E. INVESTIGATION**

- 1. All accidents (personal and vehicle) and near miss incidents will be investigated by Eagle Industrial Instrumentation management to determine the basic cause and to recommend corrective measures to prevent recurrence. Serious accidents may also be investigated by state and/or federal authorities.
- 2. Near Miss Accident – Before Eagle Industrial Instrumentation can benefit from an accident investigation, we must not forget to examine the importance of the often-overlooked NEAR MISS. The near miss is a warning of impending danger. What generally separates the near miss accident from a serious accident is sheer luck. For every one serious accident, there are 10 minor injuries, 30 incidents of property damage and 600 near misses. Underlying all of this are many factors, including unsafe behavior, inadequate training, faulty equipment, lack of communication or unclear procedures. It is up to the accident investigation to get to the bottom of it.

Supervisors, managers and owners must communicate the serious threat posed by a near miss to all employees and emphasize the importance of reporting them, as minor as they may seem.

We need to examine each incident to find out what Eagle Industrial Instrumentation could have done better to prepare the employee for the situation that led to the accident.

If we operate in an atmosphere of shared responsibility for everyone's safety, free of blame and punishment for accidents, our success can almost be assured.

Near miss reports and investigations must be completed and turned in for review and actions to be taken, and then they should be documented.

**F. RESTRICTED LIGHT DUTY**

Eagle Industrial Instrumentation hereby extends restricted and/or light duty to those employees released by a physician for their type of work in those cases when it is applicable.