

Burns Industrial Equipment
Incident Investigation Program

Effective Date: *November 1, 2018*
Revision Date:



Purpose

This policy establishes how Burns Industrial Equipment Inc. will investigate workplace incidents.

After reading this policy, employees will understand:

- Who conducts incident investigations
- What information needs to be recorded
- How information is recorded
- What actions must be taken after an investigation

Scope

This policy applies to all employees at Burns Industrial Equipment Inc. All incidents including near miss reports will be investigated.

OPERATING PROCEDURES

The following outlines the proper procedures employees must follow during an incident investigation.

WHO

- The Burns Industrial Equipment Safety Director in charge of the area or department where the incident occurred is responsible for conducting the investigation.
- The investigator should be held accountable for reporting the investigation carefully and clearly.
- All investigators will be trained in conducting effective accident investigations prior to assignment.

WHAT

The investigator will determine:

- Whether the incident is work-related
- The scope of the investigation
- What happened
 - Describe what took place that prompted the investigation and what the employee(s) was/were doing at the time of the incident.

WHEN

- The investigation should be done immediately following the incident.

WHERE

- The investigation and witness statements should be completed at the scene of the incident.
- Take pictures of the scene.
- Draw a sketch or diagram of the incident.

WHY

Prepared by Henderson Brothers

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- Determine why the incident happened.
 - Obtain all the facts surrounding the incident.
 - What caused the incident to occur—direct or indirect cause
 - The sequence of events before the incident occurred
 - Who was involved
 - What is the extent of the injuries and/or damage resulting from the incident
 - Was/were the employee(s) involved properly trained
 - Was/were the employee(s) qualified to perform the functions involved in the incident
 - Were proper operating procedures established for the task involved
 - Were the proper operating procedures followed—if not, why not

HOW

The use incident recording forms and an incident investigation kit will be available to the investigator to record the investigation and ensure you gather all necessary information. All evidence collected will be under the control of the Burns Industrial Equipment designated investigator. It will be secured.

AFTER THE INVESTIGATION

- Provide copies of the forms used as well as any notes on the investigation to Henderson Brothers or your insurance carrier.
- If the incident meets the OSHA reporting criteria, OSHA will be notified of a fatality within 8 hours of the incident, or amputation of a body part, loss of an eye, or the impatient hospitalization of the injured employee.
- If the incident meets the OSHA recordable criteria, it will be entered into your OSHA log.
- Determine whether the situation or conditions that led to this incident exist anywhere else in the company.
 - If so, take action to correct this.
- Use the incident as an opportunity to review safety procedures, personal protective equipment uses or any other applicable training with your employees. This review will establish corrective action to improve the safety program and prevent the reoccurrence of the same event.
- If applicable, this will be used as a topic for a toolbox talk that will help communicate the corrective actions throughout the organization.