

2.23.23

## INCIDENT INVESTIGATION

### THE SHERLOCK HOLMES OF SAFETY.

All incidents will be investigated in accordance with their classification. Each superintendent will make a documented report of every incident, even those without injury, within twenty-four (24) hours of the occurrence. Reports are to be completed as soon as possible to avoid changes in physical conditions and witness reports.

#### ” TIME MATTERS THE CLOCK IS TICKING

Any accident that causes fatality or hospitalization of three (3) or more employee-owners must be reported to OSHA within eight (8) hours of the incident.

Incident reports highlight problem areas. Through the use of good reports, accident patterns can be detected and resources directed toward prevention. Incident reports make excellent training tools. The cause and effect of incidents can be reviewed at safety meetings.

- Superintendents and foremen will be trained in incident investigation techniques.
- Incident investigation is really a team approach. The Safety Manager along with operations and all employee-owners will sit down and determine the root cause.
- All Level I and II accidents/incidents must be investigated.
- Focus must be fact-finding, not fault-finding.
- Superintendents must identify the unsafe act or unsafe condition.
- The Safety Department will share root causes along with best practices to the operational leadership via monthly meetings.

The forms at the end of this document will assist with incident investigations. All Level I & II incidents are required to have a storyboard review process and will be submitted to all Assistant Vice Presidents monthly. Safety Managers or representatives will assist in the investigation and development of storyboards.

#### EVIDENCE

During serious incidents, it may be best to leave the damaged equipment or incident scene intact until the Safety Manager can determine what level of incident it is and if any evidence needs to be preserved. Immediate communication with the Safety Manager will expedite any downtime. Blatant disregard for preserving any evidence may result in discipline.

#### INCIDENT INVESTIGATION FORMS

The supervisor is responsible for completing the Incident Report Form and then making sure the employee-owner fills out the description of the incident as completely as possible to assist the investigation team in determining the root cause of the incident. You can access the Incident Report Form in the Company Safety Management System.

The injured employee-owner's supervisor will complete the Incident Report Form, as well as gather other pertinent documents needed in the investigation.

Any witnesses should complete a Witness Statement Form in the Company Safety Management System, they should consider the "facts" of what they saw immediately prior to the incident, including what the witness saw during the morning huddle, pre-task planning, etc.

#### ROOT CAUSE ANALYSIS

A Root Cause Analysis (RCA) meeting will be held following all Level I and Level II incidents at the jobsite to ensure the root causes have been determined and proper corrective action has been initiated. The following personnel will attend this meeting: the injured party, witnesses, subcontractor management (including supervisor, project manager, and safety representative), and the management team including superintendent, project manager, and Safety Manager, as well as any others that are deemed appropriate.

The Root Cause Analysis involves a closer look at four criteria that may have been a factor in the development of the conditions that led up to an incident. Those four criteria are:

- **Management** – Do we have policy enforcement, hazard recognition, accountability, supervisor training, production priority, corrective action, proper resources, craft safety training, hiring practices, maintenance, and adequate staffing?
- **Employee-owner** – Was the employee-owner; following procedure, trained, previously injured, mentally able, physically able, using equipment properly, utilizing shortcuts, and was PPE properly worn?
- **Equipment** – Was the proper equipment used, including tool selection, tool availability, maintenance, tool guarding, and visual warnings?
- **Environment** – What environmental factors could have an impact? To list a few; site layout, chemicals involved, temperature, weather, noise, radiation, terrain, vibration, ergonomics, lighting, biological influences, and ventilation.

#### POST-INCIDENT REVIEW MEETING

At the post-incident review meeting, the project team and senior project management, supervision, and involved employee-owners will follow up on any corrective actions assigned during the Root Cause Analysis meeting.