

SECTION V

ACCIDENT INVESTIGATION AND REPORTING

- A. Purpose: Since every accident includes a sequence of contributing causes, it is possible to prevent a recurrence by recognizing and eliminating those causes. The removal of just a single cause can prevent a recurrence of an accident/incident. During the supervisor's investigation they must determine the possible consequences that could take place if the situation is not corrected and take appropriate action based upon those findings (i.e., investigate, report, correct, etc.).
- B. Medical Emergency Procedure: An aid car will be called in the case where the employee needs immediate medical attention. The telephone number is **9-911**. A district official should accompany the employee to the doctor or hospital.
- C. Documentation Procedures:
1. All accidents/incidents involving minor injuries and near-misses are to be reported to the immediate supervisor as soon as possible after the accident on the Report of Accident/Incidents form. The supervisor will investigate and submit a properly completed Supervisors Report of Investigation.
 2. Minor Injuries - (Requiring doctor/outpatient care) After the emergency actions following an accident, an investigation of the accident will be conducted by the immediate supervisor in conjunction with any witnesses to the accident, to determine the causes. The findings of the investigation shall be documented on an accident investigation form, Supervisor's Report of Investigation. Distribution of the completed form will be as follows:
 - a. Copy to the District Risk Management
 - b. Copy to the Safety Committee Chairperson
 - c. Copy to Puget Sound Workers' Compensation Trust

C. Documentation Procedures:

3. Major Injuries - (Fatality or multiple hospitalization)

- a. The district Risk Manager and supervisor are to be notified immediately by the person in charge and an investigation under the direction of the district will be conducted. In addition to the district, the inspection party will include the claims manager, supervisor of the injured person(s) a representative from the safety committee (supervisor-staff) and an employee representative.
- b. In the case of a fatality or if two or more employees are hospitalized the Risk Manager will report the accident to the nearest office of the Department of Labor and Industries, phone number 360-956-5463, within 8 hours of the occurrence of the accident. The report shall relate the circumstances, the number of fatalities, and the extent of any injuries. Note: Any equipment involved in an accident resulting in an immediate fatality is not to be moved until a representative of the Department of Labor and Industries investigates the accident and authorizes its removal. If, however, it is necessary to move the equipment to prevent further accidents or to remove the victim, the equipment may be moved as required.

4. NEAR MISSES - (LIKELIHOOD OF PERSONAL INJURY OR PROPERTY DAMAGE) TO THE GREATEST EXTENT POSSIBLE, ALL "NEAR-MISS" ACCIDENTS SHALL BE INVESTIGATED BY THE ADMINISTRATOR/SUPERVISOR AND/OR SAFETY COMMITTEE REPRESENTATIVE. DOCUMENTATION WILL BE MADE ON THE SUPERVISOR'S REPORT OF INVESTIGATION FORM. A NEAR MISS ACCIDENT IS DEFINED AS AN UNPLANNED EVENT WHERE DAMAGE RESULTED BUT THERE WAS NO PERSONAL INJURY TO EMPLOYEES OR WHERE DAMAGE DID NOT RESULT BUT THE LIKELIHOOD OF PERSONAL INJURY TO THE EMPLOYEE WAS GREAT. IF THE CONDITIONS WHICH PERMITTED THE NEAR MISS

OR "CLOSE-CALL" TO EXIST ARE NOT
ELIMINATED, THEY WILL CONTINUE TO BE
AVAILABLE TO CAUSE ADDITIONAL ACCIDENTS
WHICH COULD EVENTUALLY RESULT IN
PERSONAL INJURY TO THE EMPLOYEE.