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Accident Investigation Procedures

ACCIDENT INVESTIGATION PROCEDURES

SCOPE

Accident investigations, when conducted properly, will assist in determining the root cause so that a corrective measure can be applied to prevent the incident from recurring. The procedures outlined in this section will assist managers and supervisors in determining the root cause.

GOAL

Gordon H. Baver, Inc. strives for zero workplace accident and injuries, but realizes there will be accidents on occasion. Our goal is to provide a system for all accidents to be investigated. We view these unfortunate incidents as “Lesson in Losses” and will use them to learn in order to prevent their recurrence in the future.

ACCIDENT REPORTING

All accidents, regardless of how minor or whether there was injury, must be immediately reported (or as soon as practical, but not more than 24 hours after the incident) to the employee’s supervisor or manager. No exceptions will be tolerated.

The First Report of Injury Form must be completed by the Supervisor and affected party. These forms are required to be complete and accurate and are used to complete the First Report of Injury Form. The purpose is to provide information regarding the incident in order to determine the root cause and apply corrective measures. Supervisors are required to provide the First Report of Injury Form to the Human Resource’s office within 24 hours of notification of the injury.

“Near misses” should also be evaluated, although a First Report of Injury Form will not be required. These should be investigated to determine the probability of it recurring (likelihood) and all potential outcomes (severity).

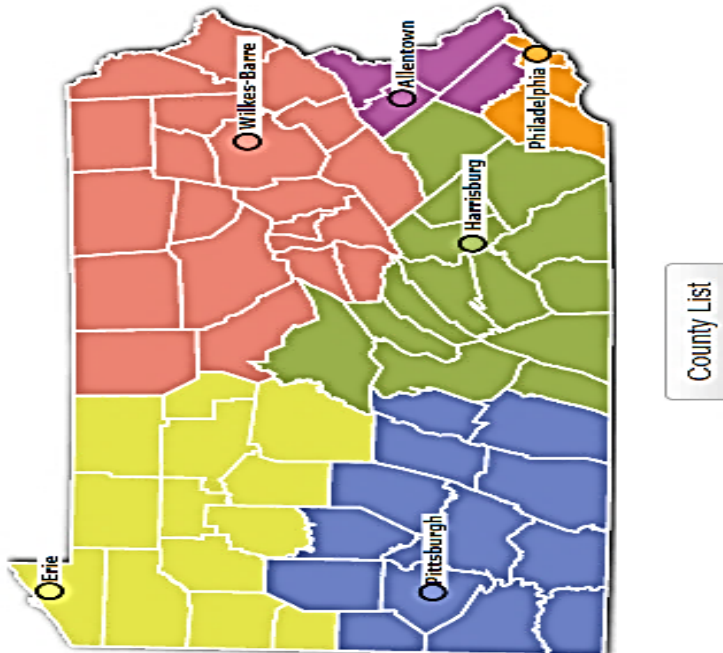
PLEASE NOTE: The following incident reporting times **MUST** be followed in accordance with OSHA:

- Within eight (8) hours after the death of any employee as a result of a work-related incident.
- Within twenty-four (24) hours after the in-patient hospitalization of one or more employees or an employee’s amputation or an employee’s loss of an eye, as a result of a work related incident.

By Telephone OSHA Toll-Free: (800) 321-OSHA (1-800-321-6742)

By Electronic Submission: www.osha.gov

PENNSYLVANIA



Contact the office nearest you.

OSHA Area Offices

These federal OSHA offices cover private sector employers and workers in Pennsylvania.

- **Allentown Area Office**

Saucon Valley Plaza
3477 Corporate Parkway
Suite 120
Center Valley, PA 18034
(267) 429-7542
(267) 429-7567 FAX

● **Harrisburg Area Office**

U.S. Department of Labor -
OSHA
43 Kline Plaza
Harrisburg, PA 17104-1529
(717) 782-3902
(717) 782-3746 FAX
- **Erie Area Office**

U.S. Department of Labor -
OSHA
1128 State Street, Ste 200
Erie, Pennsylvania 16501
(814) 874-5150
(814) 874-5151 FAX

● **Wilkes-Barre Area Office**

U.S. Department of Labor -
OSHA
The Stegmaier Building, Ste
410
7 North Wilkes-Barre
Boulevard
Wilkes-Barre, PA 18702-5241
(570) 826-6538
(570) 821-4170 FAX
- **Philadelphia Area Office**

U.S. Department of Labor -
OSHA
100 Penn Square East
Suite 1240
Philadelphia, Pennsylvania
19107
(215) 597-4955
(215) 597-1956

● **Pittsburgh Area Office**

U.S. Department of Labor -
OSHA
William Moorhead Federal
Building, Room 905
1000 Liberty Avenue
Pittsburgh, PA 15222
(412) 395-4903
(412) 395-6380 FAX
- **Wilkes-Barre Area Office**

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OSHA
The Stegmaier Building, Ste
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