

SECTION 24

INCIDENT INVESTIGATION AND REPORTING

1. POLICY

1.1. It is every site employee's responsibility to report to your superintendent, ANY ACCIDENT OR NEAR MISS in which you are involved or which you witness, even if there was no injury or damage. All incidents, regardless of severity, must be investigated to identify the basic and indirect causes. An incident investigation is not a faultfinding endeavor; rather it is a fact-finding effort. Immediate action taken to identify causes can be utilized to prevent recurrence of future incidents of a similar nature. The MAPP Superintendent, MAPP Safety Department, and MAPP Project Manager must be notified immediately of an accident. Lessons learned and corrective actions from each incident must be reviewed and communicated with each site to aid in avoiding similar incidents on other jobsites.

2. GENERAL REPORTING REQUIREMENTS:

2.1. Employees must promptly report all potentially work-related incidents, injuries, or illnesses to their Supervisor immediately. Failure to properly report an incident within the specified time period may delay or jeopardize a claim for medical treatment and/or benefits provided under any federal, state, or local law and regulation.

2.2. Required incidents must be verbally reported to OSHA within 8 hours of their discovery. Incidents must also be reported to the owner client as soon as possible, or in a timely manner (within 24 hours of incident).

2.3. Supervision must promptly report all potentially work-related incidents, injuries, or illnesses to the MAPP Superintendent. The MAPP Superintendent shall notify the MAPP Project Manager and MAPP HSE Department **immediately** of the incident. Upon notification, the appropriate level of medical attention will be arranged unless the injury is serious and arrangement should be made immediately. MAPP employees injured while working shall be accompanied by another MAPP employee to the medical facility. Under no circumstances shall a MAPP employee seek medical treatment alone. Subcontractors are responsible for obtaining proper medical treatment for their own employees and providing the necessary information afterwards to MAPP.

2.3.1. After initial first response duties are complete MAPP Corporate HSE will determine the level of root cause analysis to be performed based on severity of the incident or clients request. Corrective Actions resulting from incidents will be distributed to persons and subcontractor involved. HSE department will be responsible for stewardship of corrective actions resulting from incidents on all levels of management. Reference the MAPP RCA Guidance Document GUI-001 for additional information.

2.4. Any employee (MAPP and subcontractor) that is taken for medical treatment must obtain a drug test immediately. Proof of a negative drug test and doctors statement of release to work are required before any employee is allowed back onto the work site once taken for office site medical treatment.

SECTION 24**INCIDENT INVESTIGATION AND REPORTING**

- 2.5. Securing the accident scene is essential to ensure an effective accident investigation. No materials or equipment shall be moved made until a review of the accident is completed, except when securing equipment or materials that could result in further injury. No employees shall be allowed to leave the site. Take numerous photographs of the area the incident occurred and also the employee's injury.
- 2.6. Immediately, or as soon as possible after medical treatment is provided, have the injured employee complete the MAPP Injured Employee Statement. If the employee (MAPP or subcontractor) refuses medical attention you must have the employee sign and date the Medical Declination of Treatment form.
- 2.7. Obtain witnesses' names, permanent addresses, and statements of their complete factual observations. If necessary, you may have to sequester witnesses for a time period while securing incident area and providing attention to the victim. Witness statements should be written by the witness; however, another person may record his/her dictation if so requested by the witness. Statements should be taken and prepared in a confidential and non-threatening environment.
 - 2.7.1. Initial identification of evidence immediately following the incident might include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and physical factors such as fatigue, age, and medical conditions.
- 2.8. The MAPP Incident Investigation Form must be completed for all incidents, injuries, and work-related illnesses. A preliminary report shall be completed by the project management team within twenty-four hours of the occurrence. A copy of the preliminary incident report MUST be sent to the MAPP HSE Department within 24 hours of the incident for insurance reporting purposes.
- 2.9. Any injured or affected employee shall review, be a part of the investigation, and sign the incident report.
- 2.10. The Site Superintendent should forward all complete incident investigation reports and material to the MAPP HSE Department, and a copy sent to the responsible Project Manager within 48 hours.
- 2.11. All open corrective action items shall be recorded and tracked to completion by the MAPP Site Superintendent and MAPP HSE Department.
- 2.12. Fatality(s) or 3 or more hospitalized Superintendents must OSHA within 8 hours of their discovery. Incidents must also be reported to the owner client as soon as possible, or in a timely manner (within 24 hours of incident.)
- 2.13. Additional investigation equipment may be need such as: writing equipment such as pens/paper, measurement equipment such as tape measures and rulers, cameras, small tools, audio recorder, PPE, marking devices such as flags, equipment manuals, etc.

SECTION 24

INCIDENT INVESTIGATION AND REPORTING

3. Training

- 3.1. Personnel must be trained in their roles and responsibilities for incident response and incident investigation techniques.

Reference: [Incident Report Form](#)
[Injured Employee Statement](#)
[Incident Witness Statement](#)
[Declination of Medical Treatment Statement](#)