



## Section 5: Investigation and Reporting of Accidents and Incidents

### 1. General Information

- 1.1 Accident and incident investigation and reporting promote accident prevention by detecting the causes of accidents. This allows steps to be taken to remove the causes and eliminate future accidents, thus reducing the number and severity of occupational illnesses and injuries.
- 1.2 Accident investigation and reporting also helps to reduce worker compensation, public liability, and property damage insurance premiums.

### 2. Accident and Incident Investigation

- 2.1 An accident or incident resulting in an injury or illness, fatality, environmental release, damage to property or equipment, or a “near miss” must be reported and investigated. The following categories are recognized by EQ:
  - A. **Near Miss** – An event or occurrence that had or has a high probability of compromising the safety or health of employees.
  - B. **Incident** – An event that interrupts operations or damages property or equipment.
    - A. **First Aid Case (FAC)** - Any employee that is injured on the job and is treated, seen, or administered to by a physician in a clinic, hospital, infirmary, or medical facility because of the on-the-job injury, but is not restricted or given professional care past the first visit is considered to be an OSHA First Aid Case.
    - B. **Recordable Injury or Illness** – An occupational injury or illness that requires medical treatment more than simple first aid and must be reported on the OSHA form 300.
    - C. **Lost Workday Case (LWC)** - those injuries and illnesses that cause the employee to experience days away from work, days of restricted work activity, or both.
- 2.2 The EQ EHS manager and the EQ project manager must be notified immediately of any fatalities, serious injuries or illnesses, and significant property damage occurring on EQ property. The EQ EHS manager will lead the investigation of any of these events.
- 2.3 The contractor or designee responsible for the area or trade involved in the accident or injury will conduct investigations of events not deemed serious and significant. An EQ representative will participate if deemed appropriate by EQ.
- 2.4 Investigation will begin promptly after the accident or incident. The contractor must report accidents that result in fatalities and/or 3 or more injuries requiring overnight hospitalization within 8 hours of occurrence to the State’s Department of Labor.

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- 2.5 All accidents or incidents will be documented on an "Accident and Adverse Event Reporting Form" (QES-FM-090-ALL). The report must be submitted within 24 hours of the occurrence of the accident or incident to the EQ project manager as well as the EQ EHS manager.
- 2.6 All accidents or incidents will be considered non-compliances subject to the Corrective Action Program. (See Section 2: EQ Management System Requirements.)
- 2.7 The investigation and report must be made immediately; however, distribution of the report will not be made until similar investigations and reports required by the applicable agencies are complete.
- 2.8 EQ may take photographs in conjunction with investigations of accidents involving serious personal injury, non-project personnel injuries, substantial property damage, and equipment or material failure.
- 2.9 Information provided to the media is the responsibility of the EQ Director of Communications. Do not give information to the media without written approval from EQ.

### **3. Reporting Safety Performance**

- 3.1 If requested by EQ, contractors who work on EQ premises will submit a "Contractor Pre-Job Checklist" (QES-FM-071-ALL) to the EQ representative.
- 3.2 The checklist will request the following information or verification of the following information as attachments, including but not limited to:
  - A. The contractor's written Environmental Health and Safety Program(s).
  - B. The total number of recordable injuries or illnesses (as recorded on the OSHA 300 Log) that occurred on the job during the last 3 years.
  - C. Accident rates (Total Recordable Incident Rate - TRIR and Days Away Restricted and Transfer - DART) for the last 3 years.
  - D. Lists of personnel expected to be on site during the project and verification of training.