ROSEBUD COUNTY
SAFETY POLICIES/PROCEDURES
UPDATED 10-8-2015

TABLE OF CONTENT:

SECTION 1 Introduction 2

SECTION 2 Safety Policy Statements 3

SECTION 3 Responsibilities 4

SECTION 4 Safety Training 5

SECTION 5 Safety Committee 5

SECTION 6 Health, Safety and Loss Control Inspections 6

SECTION 7 Safety Rules and Regulation 6

SECTION 8 Vehicle Fleet Safeties - (See Personnel Policies and Procedures Page 52) .....

SECTION 9 Safety and Incident Prevention 9

SECTION 10 Investigation Procedures 11

SECTION 11 Emergency Evacuations and Response Plan 11

Appendix A Forms:

Safety Concern Form 12

Incident Investigation Report Form 13

SECTION 1 INTRODUCTION

It is the policy of Rosebud County to provide and maintain safe and healthful working conditions, routine safety training and education, and to follow practices that will safeguard all employees and result in safe working conditions and efficient operation.

When individuals enter the employ of the county, they have a right to expect that they will be provided with a proper place in which to work, and proper equipment with which to do their job, so that they will be able to devote their energies to doing their work without danger to their life and health. Only under such circumstances can the association between employee and employer be mutually profitable and harmonious. It is the county's desire to provide a safe place to work and safe equipment to use, as well as to establish and insist upon safe methods and practices at all times.

Safe practices, on the part of county employees, must be part of all operations. This responsibility is required of each official and employee who conducts the affairs of the county, no matter in what capacity they may serve. The idea of job production and safety should be inseparable.

Employee cooperation regarding safety matters should be expected as a condition of employment. Supervisors are responsible for the safety and well-being of their staff in the workplace. This responsibility can be met only by working continuously to promote safe working practices among all employees and to maintain property and equipment in safe operating condition.

An effective safety program, while consisting of many parts, has as its goal the highest level of injury/illness and incident reduction attainable while also reducing property damage by vandalism, theft and fire, damage and injury to the general public, and safe operation of our motor vehicle fleets.

The Rosebud County Safety Program is designed to establish and maintain a Safety Committee with staff participation to enable the county to provide for the well-being and safety of the employees and residents of Rosebud County. It is fully endorsed and supported by the County Commissioners and the Board of MACo, and it is to be incorporated into the operational procedures of each Rosebud County department and shall comply with the current Federal and State Safety and Health Regulations.

The county and each of its departments should introduce changes to the program, wherever necessary, to make it compatible with local circumstances. These changes should be coordinated with the County Safety Team.

SECTION 2 SAFETY POLICY STATEMENT

The purpose of the Safety Policies and Procedures is to provide a management system for the prevention of occupational injuries and illnesses and compliance with regulations concerning occupational safety and health. Safety Policies and Procedures assign safety responsibilities, circulate countywide procedures, and set minimum safety program requirements for issues involving county departments.

This Safety Program provides general direction for the administration of occupational safety and health management for Rosebud County. It is intended to meet the letter and spirit of the Montana Safety Culture Act and achieve full compliance with federal Occupational Safety and Health Administration (OSHA) regulations, as adopted by the State of Montana, governing workplace accident prevention programs.

Separate Safety Policies and Procedures will be issued as needed to address specific safety and health issues or to meet the regulatory requirements for written compliance programs.

Rosebud County is committed to providing dependable, economical services to the public. The county recognizes its employees as the most important resource in meeting that commitment and is dedicated to providing a safe and healthful work environment.

The county recognizes that some accidents are caused by unsafe conditions or unsafe behavior and strives to systematically eliminate unsafe acts and conditions. In meeting that goal, it is the policy of Rosebud County to:

- Provide a safe workplace including facilities, equipment, tools and vehicles that meet safety and health standards and practices.
- Define and implement safe work practices to address hazards unique to specific job assignments.
- Train employees in the safe performance of assigned jobs.
- Monitor workplace conditions and employee behavior to ensure compliance with the Rosebud County Safety Program, as well as monitor individual department and division safety and health requirements.
- Involve all employees in a systematic effort to recognize, report, and correct hazardous conditions and practices.
- Investigate and analyze accidents to identify and eliminate the unsafe conditions and behaviors that caused the accidents.

SECTION 3 RESPONSIBILITIES

All Rosebud County employees share in the responsibility to establish and maintain a safe working environment. The following responsibilities are guidelines to establish accountability for the Safety Program. These responsibilities are not in any way intended to limit innovation or initiative on the part of any employee who is working toward the goal of achieving a safe workplace.

Elected Officials and Department Heads

- Ensure that the design, maintenance of facilities, tools, equipment and vehicles meet or exceed established safety standards.
- Approve and ensure usage of policies, procedures and safe work practices for department occupations, tasks and locations.
- Approve and ensure usage of safety-training requirements for department employees based on their occupations, work locations and tasks.
- Review department Incident Reports, Incident Investigations and department injury and illness trends. Resolve corrective action issues.
- Review workplace inspections and direct appropriate corrective action to achieve a safe work environment.
- Enforce county and departmental tool, equipment and vehicle standards and rules governing the workplace behavior of employees.
- Ensure employee participation in county and department-required safety training. Recommend additions, deletions, and modifications of safety training requirements or training programs based on observed workplace conditions and employee work behavior.
- Investigate incidents involving employee injury or illness and/or damage to vehicles or other county property. Determine the facts and causes of the accident. Implement or recommend corrective actions for the purpose of preventing similar occurrences in the future.
- Encourage employee involvement in safety hazard recognition and act on hazard elimination and hazard control suggestions from the Safety Committee and individuals.
- Identify unsafe work conditions and unsafe practices and make arrangements for those conditions or practices to be corrected as soon as possible.

All Employees

- Abide by the county and department work practices established for specific job assignments and occupations.
- Report occupational injuries, illnesses, and near misses immediately to their supervisor or by the end of the work shift, obtaining first aid and/or medical attention that may be required. Participate in incident investigations as requested by Elected Official/Department Head /Commissioner.
- Participate fully in safety training. Suggest improvements in safety training requirements or programs to the Elected Official/Department Head or the Safety Committee.
- Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the Elected Official/Department Head or Safety Committee as appropriate.

Safety Committee

The duties include, but are not limited to, the following:

- Assist and advise all levels of management in establishing an effective safety program.
- Plan and coordinate inspections, drills, meetings, trainings, and classes, and assist management in all areas of safety and health.
- Coordinate and/or assist in the investigation of all personal injury and property damage incidents.
- Maintain and post OSHA 300/300A Reports.
- Review and revise Safety Programs, Policies, and Procedures.
- The Safety Coordinator will maintain safety training documentation and record keeping in their office.
- Review safety reports, suggestions, recommendations, and comments.
- Oversee mandatory training for pertinent programs.

SECTION 4 SAFETY TRAINING

It is the policy of Rosebud County to provide all safety training prescribed by regulatory requirements and to ensure that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others. No employee is expected to undertake a job until he or she has received instructions on how to do it properly and has been authorized by their supervisor to perform that job. Employees are expected to participate and cooperate fully in training programs and to accept and follow established safety and health precautions.

Each worksite presents a unique training challenge. Therefore, each department is expected to specify and provide safety training that is tailored to each employee's occupation, task, and job location. To the extent possible, safety training should be integrated into general job training, rather than treated as a separate issue.

All safety-related training must be documented; the records are to be maintained in the Safety Committee Coordinator's files. Documentation shall include a list of employees in attendance, date, the name of the trainer, and an outline/copy of the topics discussed or category of safety training delivered.

New Employee Safety Orientation

New employee's receive the Personnel/Safety Policies/Procedures Handbook upon being hired and must sign that they have read and understand it.

Continuous Refresher Safety Training

Rosebud County will participate in Safety Meetings and Trainings annually.

Job-Specific Safety Training

Departments will provide additional training as necessary to improve employee knowledge of safety rules, procedures, and safe practices. The intent of this policy is that safety training will enhance the employee's understanding of workplace hazards and the prevention of occupational injuries and illnesses, rather than to prescribe the specific format of the safety training.

SECTION 5 SAFETY COMMITTEE

The Safety Committee is an advisory body organized to bring all employees together, in a cooperative effort to foster a safety culture and reduce on-the-job injuries and illnesses in the workplace. To help promote and maintain a safe and healthy working environment for all employees, and to protect the public's resources, to evaluate and make recommendations/find solutions regarding incidents, practices, resources and issues.

Safety Committee Membership

- Members join the Safety Committee for a period of one year or longer.
- At the end of one year, a Safety Committee member may elect to remain on the committee or be replaced. Membership recruitment will take place on a yearly basis and new members will assume their roles in January of the new year. One Commissioner will serve on this board annually.
- The Safety Committee rule of order will be informal, with consensus by majority.
- The Safety Committee will elect a President/Coordinator to chair the meetings, a Vice-President to act as alternate Chair in the event of the President's absence, and a Secretary to record minutes and write agendas.
- The Safety Committee will meet once a month on a scheduled basis. Meetings should be attended by the Commission liaison also.

SECTION 6 HEALTH, SAFETY AND LOSS CONTROL INSPECTIONS

The purpose of the annual Health, Safety and Loss Control Inspections is to identify any risks or occupational health and safety concerns, to correct them so as to protect the county's employees and assets (financial and physical), and to reduce risk of incident, injury, and other forms of loss.

- On an annual basis, the Safety Committee Inspection team will inspect department, buildings (s), or grounds as determined by the Committee.
- The county cooperates with the State Government in any Occupational Safety and Health Administration (OSHA)-related inspections within the county.
- Elected Officials/Department Heads and employees should assist and cooperate in all inspections to ensure that all areas are reviewed and all hazards are identified.
- The Elected Official/Department Head should insure that the correction of a violation is performed within the thirty (30) day abatement period, unless the abatement period has been extended.
- The Elected Official/Department Head involved should prepare timely requests for a variance when the citation is questionable and should be aggrieved.

SECTION 7 SAFETY RULES AND REGULATIONS

Employee General Safety Rules

- Seek medical attention, if necessary, for any incident resulting in an injury. All incidents must be reported to the Elected Official/Department Head as soon as possible or by the end of the work shift.
- Report unsafe conditions, procedures, and practices to your Elected Official/Department Head immediately. They will then find a way to correct the unsafe condition in a timely manner. This report may be passed on to the Safety Team for follow up.
- Possession of firearms on Rosebud County property or in county vehicles is prohibited unless part of the employee's job description.
- The use or possession of alcohol, illegal drugs, or other controlled substances on the job is prohibited.
- Smoking is permitted in designated areas only.

- Each employee is responsible for good housekeeping. Keep your work area in a clean, uncluttered state. Do not walk by a situation of poor housekeeping if it can be easily corrected or needs immediate attention such as spills on floors, ice on steps, and so on. If the situation requires immediate attention that is beyond the employee's capabilities, inform the Elected Official/Department Head /Commissioner. It is responsibility of all employees to prevent a hazard or to notify Elected Official/Department Head /Commissioner to take care of the issue.
- Obey all warning tags and signs. They are there because hazards exist.
- No employee should take chances on the job which could endanger his or her personal safety and health or the safety and health of co-workers or others.
- Do not operate machinery or use tools you are not qualified to use.
- Do not enter hazardous areas you are not authorized to enter.
- Use all personal protective equipment and devices required and provided.
- Become familiar with and conduct your work activities in accordance with general safety rules and safe operating procedures which are applicable.
- Refrain from any activity on company time that could hurt you, your fellow employee or the public.
- Follow proper lifting procedures at all times.
- Wearing of safety restraints when riding/driving a county vehicle is mandatory if so equipped.
- Know the location of fire/safety exits and evacuation procedures.
- Participate in safety trainings.
- When operating county vehicles or equipment, drivers must operate/drive safely and prudently and obey all laws.
- When using cell phones in a county vehicle, pull over and stop on the side of the road or utilize a hands-free device, no texting while driving a county vehicle.
- Above all, be ALERT and be RESPONSIBLE! Your safety and health depends on it.

Lifting Procedures

Proper manual lifting techniques will protect your back by keeping it in its strongest position during stress. These techniques are not natural movements and must be learned and practiced. Proper lifting techniques will prevent most back injuries. Keep the basic principles in mind every time you lift, no matter how small the load.

Office Safety

Good housekeeping and proper storage are important factors in office safety and fire prevention. t is important that you correct or report unsafe conditions to Elected Official/Department Head or the Safety Committee.

Office Ergonomics

Ergonomic injuries include tendonitis, carpal tunnel syndrome, lower back pain, and other disorders that involve pain and damage to muscles, tendons and nerves in the back, neck, shoulders, elbows, wrists and hands. These musculoskeletal problems are referred to as cumulative trauma disorders (CTD) or repetitive motion injuries and are generally caused by: Exposure to the same motion or vibration over and over, staying in the same position too long, working in a position that puts stress on muscles and joints, working with tools and equipment that doesn't fit your body, using excessive physical force.

You can help prevent CTD's by avoiding awkward body positions and having the proper equipment.

Pay attention to early signs of cumulative trauma disorders and make adjustments in your workstation or the way you do your work. Report the symptoms to your Elected Official/Department Head and work together to correct the causes of the injuries or the potential for injury.

Working in Extreme Weather Conditions

Rosebud County's climate may be severe and conditions may change rapidly. Hot weather and exposure to the sun present the potential for heat stress and sunburn. Cold conditions can lead to hypothermia or frostbite, either of which can be fatal in the worst cases. Employees are expected to monitor weather and be prepared to protect themselves against its effects.

Hearing Conservation

Occupational noise can cause hearing loss, and increase the worker's susceptibility to other workplace problems including physical and psychological disorders, interference with speech and communication, and disruption of job performance associated with excessive noise intensities. This exposure to noise produces hearing loss of a neural type involving injury to the inner ear hair cells. The loss of hearing may be temporary or permanent. Brief exposure causes a temporary loss. Repeated exposure to high noise levels will cause a permanent loss. Permanent hearing loss is preventable with the continued use of proper hearing protection and reduction of workplace noise levels to 85 decibels or below.

Fall Protection

Due to the diversity of work environments and rare occasions that fall protection may be required; Rosebud County currently addresses the need for fall protection on an incident by incident basis. The best safety procedures and training for an infrequent situation where employees must work at heights over 6 feet are discussed and implemented on an as needed basis.

Blood Borne Pathogens

In accordance with OSHA Standard 29 CFR 1910.130 Rosebud County is in the process of developing a Blood borne Pathogens (BBP) Program which is monitored by the Safety Committee. A copy of the BBP Program will be located in all departments.

The Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), which causes AIDS, are the two most prominent bloodborne pathogens. County employees, including the Sheriff's Department, Sanitarian, Public Health Department, Solid Waste District and other department employees who perform janitorial functions, have the highest potential for blood borne pathogen exposure and must be extra cautious.

Regardless of risk level all employees should follow the BBP Program procedures and report exposure incidents to the Elected Official/Department Head and seek medical evaluation and treatment as soon as possible.
In addition, employees in the higher risk departments will be offered HBV vaccinations at county expense or they may sign a Declination Waiver.

Personal Protective Equipment

Personal Protective Equipment (PPE) plays an important role in protecting workers from hazards on the job. PPE is required in particular locations and for certain tasks, based on safety regulations and good safety practice. Elected Official/Department Head should be responsible to ensure compliance with the provisions of the State Administrative Code by all members of their crews, or departments.

Employees should wear clothing suitable for the job to be performed. Suitable clothing means clothing that will minimize the possibility of damage from moving machinery, hot or injurious substances, weather conditions, or harmful agents.

Respiratory Protection

In the event a need for protection from exposure to high dust or particulate levels, exposure to toxic materials or oxygen deficiency becomes evident, a Respiratory Protection Program should be established.
In some situations, such as dusty outdoor conditions, dust masks may be available as a convenience.

SECTION 8 – VEHICLE SAFETY- *See Page 52 of Personnel Policies and Procedures Handbook*

SECTION 9 SAFETY AND INCIDENT PREVENTION

Elected Officials/Department Heads should make sure that the employees under their supervision are well acquainted with existing safety rules and should see that the rules are uniformly enforced. Safety education and adherence of all safety rules should be promoted by supervisors. Everyone should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction.

Record Keeping Occupational Injury and Illness

The county maintains Workers' Compensation (WC) Insurance to cover injury/illnesses incurred by county employees when on duty. Liability insurance is carried to cover incidents affecting citizens and visitors if there is negligence by staff or the county.

In accordance with applicable requirements of the Safety Culture Act/OSHA Standards, the Safety Committee should ensure the appropriate records are being kept as follows:

1. Maintain a log and summary of occupational Injuries and Illness on Montana OSHA Form 300. Recordable cases include every occupational injury or illness that involves:
    1. Death
    2. Days away from work
    3. Restricted work or transfer to another job
    4. Medical treatment BEYOND first aid
    5. Loss of consciousness
    6. A significant injury or illness diagnosed by a physician or other licensed health care professional
    7. Work-related case involving cancer, chronic irreversible disease, fractured or cracked bone, or punctured eardrum
    8. Any needle stick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material; employee medical removal; tuberculosis infection; Standard Threshold Shift (STS) and if total hearing level is 25 decibels or more above audiometric zero in the same ear as the STS on an employee's hearing test

2. Original copies of all First Reports generated when an employee is injured on the job should be kept in the Personnel Department files in the Commissioner's Office.
3. Enter each recordable injury and illness on the log as early as practicable, but no later than seven (7) calendar days after receiving the information that a recordable case has occurred.
5. Posting of the completed summary OSHA 300A form for the previous year.
6. Maintain records for five years following the year to which they relate.

Incident Investigation Reporting
Reporting is a basic and essential part of an effective management and loss control program. Since every incident includes a sequence of contributing causes, it is possible to avoid a repeat performance of the first event by recognizing and reducing or eliminating these causes. The removal of a single cause can prevent a recurrence.

Incident Investigation Report Forms can be found in each department and must be used for:

- Employee/Public Injury-Illness
- Employee/Public Near Miss of an accident or illness
- Property or Equipment Damage without Injury

Definitions:
Occupational Injury is defined as a personal injury arising out of, and in the course of, employment with the county.
Occupational Illness is defined as a disease caused by certain hazardous conditions or materials when there is a direct causal connection between the conditions under which the work is performed and the occupational disease.
Incident is defined as an event, intentional or unintentional, that resulted in or contributed to, or could have (near miss) resulted in or contributed to a loss, injury, damage, or harm to persons or property from fire, theft, vandalism, weather, etc.
Minor injuries require first aid, doctor visit/outpatient care.
Major injuries require doctor/hospitalization.

Reporting Policies and Procedures
Timely and complete reporting facilitates incident investigation, and may preserve and protect the health and safety of injured persons and the resources of the county.

Incident Injury

1. All occupational injuries no matter how minor should be reported as soon as physically able, and no later than the end of the working shift to the Elected Official/Department Head (verbal reporting constitutes "notice given").
2. The employee should obtain appropriate medical treatment if they feel it is necessary or if the Elected Official/Department Head /Commissioner feel there is a need.
3. If the incident caused illness/injury (physical harm to the body), a First Report form must be filed with MACo's WC Division. The form can be obtained from Elected Official/Department Head/Commissioner.
4. The Elected Official/Department Head /Commissioner should assist or record all appropriate information that will facilitate a thorough investigation of the incident on the *Incident Investigation Report Form* and turn it in to the Commissioner's Chairman. The Chairman will pass pertinent information to the Safety Committee.
5. In the event of a fatality or multiple injuries requiring hospitalization, the Elected Official/Department Head and Commissioner should be notified immediately
6. The Commissioner's should be the prime contact between the county and the MACo Workers' Compensation Division for industrial injury claims.

Return to Work Program
Rosebud County will use an injury management plan. It includes a team effort involving the injured worker, the treating health provider, insurance provider and internal county management making decisions that are satisfactory to all.

Property Damage With/Without Injury

1. All incidents, no matter how minor, which result or may result in a liability claim against the county, or give the county a liability claim against others, should be promptly reported to the by filling out an Incident Investigation Report Form and giving it to the Elected Official/Department Head who then get the information to the Commissioner's Chairman.
2. All damage to or loss of county property in excess of one hundred dollars ($100) in value should be reported (excluding cracked windshields) to the Commissioner's Chairman. This includes damage to buildings, grounds, infrastructure, signs, equipment, tools, supplies, etc.
3. Property damage with injury would require an Incident Investigation Report Form/ First Report with MACO.
4. Damage that is not of natural cause should be reported to the Elected Official/Department Head, Commissioner's Chairman and the Rosebud County Sheriff's Department as soon as possible. The employee and management should cooperate with the thorough investigation of the incident.

Vehicular Collision
All vehicular collisions involving county vehicles or personal vehicles used on county business, no matter how minor, should be reported promptly to the Elected Official/Department Head/ Commissioner's and law enforcement if necessary, as soon as physically able. The employee should also request that all parties and properties concerned remain at the scene of the incident if possible until a law enforcement representative has released them.

An employee involved in a collision should obtain appropriate medical treatment as needed.

Anytime an incident occurs with or without injury, the appropriate paperwork must be filled out and given to the Elected Official/Department Head who will then get it to the Commissioners and the Safety Committee.

The Safety Committee will investigate all incidents and recommend actions to avoid, prevent, or reduce future similar incidents.

SECTION 10 INVESTIGATION PROCEDURES

The purpose of incident investigation is to prevent repeat incidents by learning causes so that corrective actions can be taken to implement needed physical changes, improve operating procedures, improve safety and supervision, upgrade training, and reduce the probability of a repeat event and resulting loss of human and economic resources.

SECTION 11 EMERGENCY EVACUATION

Fire and all other emergencies in the county buildings should be reported by calling 911 to report the emergency AND also issuing a warning through the phone intercom system. Personnel in the field may be notified by cell phone or radio.

All procedures and direction in an emergency situation will follow Incident Command protocol.

In the event of an emergency, ALL employees should evacuate immediately by means of the nearest available marked exit and proceed to their designated rally area in a calm manner.

In the event of emergencies requiring to shelter-in-place, ALL employees should remain to shelter-in-place.

Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may voluntarily use extinguishers in an attempt to extinguish an incipient stage fire (low level) before evacuating.

Employees are not authorized to delay evacuation.

EMS employees are assigned to perform medical or rescue duties during emergency evacuation situations, all other employees are not responsible to do so. However, Visitors/Public should be assisted by county employees while exiting the building to ensure their safety.

In the event of an emergency affecting personnel working in the field they should receive emergency and evacuation instruction from their immediate supervisor or a designated person by radio or cell phone.

After an emergency evacuation, the procedure for accounting for all personnel will be an employee count taken by the department supervisor or an employee in the event of their absence, for each department involved and report that number to the Incident Commander.

For further assistance with emergency evacuation procedures, the following departments may be contacted:
Sheriff, Fire Local Disaster and Emergency Services, and Public Health.

In the event of an onsite emergency where evacuation is required-
in order to be accounted for, employees should rally in the ENTRY at the following locations

DEPARTMENT	*CITY*	*RALLY LOCATION*
COURT HOUSE	FORSYTH	MUSEUM
LIBRARY	FORSYTH	POST OFFICE
PUBLIC HEALTH	FORSYTH	MIDDLE SCHOOL BUILDING
SENIOR CITIZENS	FORSYTH	FORMER PUBLIC HEALTH
ROAD SHOP	FORSYTH	PARKING LOT
WASTE	FORSYTH	PARKING LOT
SHERIFF	FORSYTH	AMBULANCE BUILDING
AMBULANCE	FORSYTH	SHERIFF'S BUILDING
WEED/IT	FORSYTH	SHERIFF'S BUILDING
MUSEUM	FORSYTH	COURT HOUSE
COUNTY BUILDING (Former Public Health)	FORSYTH	SENIOR CITIZENS
SHERIFF/AMBULANCE	COLSTRIP	LIBRARY
HUMAN SERVICES BUILDING (ALL OFFICES)	COLSTRIP	CPRD BUILDING
SHERIFF/AMBULANCE	ASHLAND	HITCHING POST CAFE

SAFETY CONCERN FORM:

SAFETY COMMITTEE MEMBERS:
Doug Martens, Keith Raymond, Rod Dresbach, Doug Goyette, Wayne Buck, Allen Fulton, Shelly Schnitzmeier, John Kehler, CJ Thornberg, Joby Parker, Dawn Preble

Employees' Name (Optional) _____

Date: _____

Safety Concern/Hazard/Issue:

_____
_____
_____

Location Area of Issue: (Please be specific)

_____
_____
_____

Suggested Outcome: (Do you have a suggestion to fix this problem?)

_____
_____
_____

Thank You!

INCIDENT INVESTIGATION REPORT FORM

Employee/Public-Injury/Illness ☐ Employee/Public-Near Miss ☐ Property Damage w/o Injury-Automobile ☐ Equipment ☐

Name of injured or involved person(s):_____ Date of Incident: _____/_____/_____

Location: _____ Employee ☐ Public ☐

Description: _____

_____

_____

_____

Time of Incident: _____ A.M. /P.M. (circle) Weather Conditions: _____

Equipment involved: _____ Estimated cost of damages: _____

Incident reported to: _____

Loss Time: Yes___ No___ Medical Attention/First Aid Given: _____

Job Title/Dept.:_____ Job Location: _____

Immediate Supervisor: _____ Dept. Head_____

Witnesses: Yes___ No___ If yes, provide the appropriate information below.
Attach witness statements/description of incident:

Name: _____ Address _____ Telephone: ( ) _____

Name: _____ Address _____ Telephone: ( ) _____

Comments/Corrective Action

_____

_____

_____

_____

Safety Committee's Review

Does the Safety Committee agree with the corrective action to prevent a recurrence?
Yes____ No____ If not, why?

_____

What recommendations would the committee suggest? _____

_____

Was action taken in a timely manner? Yes___ No ___

Do similar unsafe acts/conditions that led to this accident exist elsewhere? Yes ___ No ___ If yes, what is being done to prevent a recurrence?

_____

_____

_____

FOLLOW UP NEEDED: _____

Date: _____ By whom: _____

Management Signatures:

_____ _____ _____

Safety Coordinator Date: Dept. Head Date: Supervisor Date: