



**COMPANY
HEALTH & SAFETY
PROGRAM**

Issue: A
Date: 4/20/2009
Rev: 1
Date: 2/4/2011
Authorized:

**Title: Accident, Incident and Near Miss
Reporting Plan**

Section No: 3

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1.0 PURPOSE

The purpose of this section is to provide a means to address workplace accidents, incidents and near miss incidents in a standardized way, and establish procedures by which accidents may be prevented. In addition, it is the policy of PPP to comply with all worker's compensation laws and regulations.

For this section, the following definitions shall apply:

- An **accident** is an occupational occurrence that results in worker injury.
- An **incident** is an occupational occurrence that results in any kind of property or equipment damage, or causes significant work delay, without worker injury.
- A **near miss incident** is an occupational occurrence that with varying circumstances could have resulted in worker injury or property or equipment damage.

2.0 SCOPE

This plan prescribes methods and practices for reporting and investigating accidents, incidents and near miss incidents at all work sites of this company.

3.0 INDEX TO SECTION

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- 4.0 Accident/Incident Reporting Responsibilities and Procedures
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4.0 ACCIDENT/INCIDENT REPORTING RESPONSIBILITIES AND PROCEDURES

1. All employees must report work related accidents, illnesses, incidents and near miss incidents to their supervisor immediately.
2. The supervisor shall:
 - Initiate appropriate action regarding first aid or medical care, if applicable;
 - Inform the PPP general superintendent and the PPP safety director as soon as possible;
 - Assure that the accident/incident area is safely secured, if applicable;
 - Evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.
 - Complete the appropriate report form(s) with affected employees, witnesses and/or other relevant people as soon as possible after an accident/incident has been reported;
 - Maintain copies of reports on file at the jobsite; and
 - Send original reports to the PPP safety director.
3. Any employee that witnesses an accident/incident is responsible to provide whatever information they have that may be helpful with the completion of appropriate reports and/or the prevention of accidents/incidents in the future.
4. Conditions that may have caused, or may cause, an accident/incident should be abated, if possible, by applying The Line of Responsibility and Referral for Health, Safety and Loss Control Action, Section No. 2, Item 4.0 of this program.

5.0 ACCIDENT/INCIDENT INVESTIGATION RESPONSIBILITIES AND PROCEDURES

The PPP safety director or designee shall conduct an investigation as soon as possible after an accident or incident is reported to him. A designee shall be appropriately trained and authorized by the PPP safety director. The investigator shall utilize the PPP Accident/Incident Investigation Report Form and the PPP Accident Investigation Worksheet.



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When a work related injury or illness is determined as **OSHA recordable**, the PPP safety director shall assure that a completed OSHA Form 301 is included in the report documents, and the injury/illness is appropriately recorded in the OSHA 300 Log.

Reports shall be used for:

1. Tracking and reporting injuries.
2. Grouping injuries by type, cause, body part affected, time of day and process involved.
3. Determining if any trends in injury occurrence exist and graph those trends if possible.
4. Identifying any equipment, materials, or environmental factors that seem to be commonly involved in injury accidents.
5. Discussing with the PPP Safety Committee possible solutions to the problems identified.
6. Making recommendations to the PPP Management Team
7. Proceeding with improvements to reduce the possibility of future injuries.

6.0 INJURY/MEDICAL ISSUES

If any accident, at the work site, or in a vehicle in the course of work, results in injury or illness requiring hospitalization of three or more employees or a fatality of one or more employee, the employer will report the incident within eight hours by phone or in person to the appropriate OSHA/MIOSHA office. **Incidents must also be reported to the owner client as soon as possible or in a timely manner (within 24 hours of incident).**

If an injured person is taken to a doctor, a statement from the doctor should be attached to the Accident Report form.

7.0 RELATED FORMS

Please find attached related forms:

- [S.AR.2 – PPP Accident Report](#)
- [S.IR.1 – PPP Incident Report](#)



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- [S.AIIR.1 – PPP Accident/Incident Investigation Report](#)
- [S.AIW.1 – PPP Accident Investigation Worksheet](#)
- [S.EWS.1 – PPP Employee/Witness Statement](#)
- [OSHA Form 301 – Injury and Illness Incident Report](#)

REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
1	Revised to meet current standards	George Newton	Safety	2/4/2011
	Program reviewed and Revision History added		GMN	4/16/2014