



INCIDENT REPORTING

Scope and Applicability Statement

This document provides general safety procedures and regulatory guidance for employers and workers in accordance with U.S. Occupational Safety and Health Administration (OSHA) standards under 29 CFR 1904 (Recording and Reporting Occupational Injuries and Illnesses). These procedures apply to all workplaces where they are implemented as part of a comprehensive safety program.

Customization and Compliance Statement

Employers are responsible for ensuring compliance with all applicable local, state, and federal safety regulations. Workers must adhere to established safety protocols to maintain a safe and healthy work environment.



Purpose

The purpose of this program is to establish effective procedures for reporting and investigating incidents, including injuries, near-misses, spills, and property damage.

Responsibilities

Safety Director:

- Ensures incidents are documented, reported, and investigated per this procedure.
- Tracks corrective actions to close out incidents.
- Manages all injury incidents and coordinates occupational injury care.

Site Manager/Supervisor:

- Ensures incidents are reported as required.
- Supports the Safety Director in case management.
- Collects evidence, witness statements, and supporting documentation.
- Implements corrective actions to prevent recurrence.

Employees:

- Immediately report any incident or near-miss to a supervisor.
- Provide updates on changes related to the incident.
- Follow corrective actions, treatment, or communication directives.

Incident Reporting Procedures

- All incidents, including near-misses, must be reported immediately to a supervisor.
- Supervisors must document the incident and initiate an investigation.
- Employees involved must provide truthful and thorough information.
- Incident reports must be reviewed by management to determine corrective actions.



Emergency Incidents:

- If an incident requires immediate emergency response, employees must call 911 or contact the designated emergency services per the site's Emergency Action Plan (EAP).
- Spill incidents involving hazardous substances must be reported in compliance with state and federal requirements.

OSHA Reporting Requirements:

- **Fatality:** Must be reported to OSHA within **8 hours**.
- **In-patient hospitalization, amputation, or loss of an eye:** Must be reported within **24 hours**.
- Reports can be made via:
 - OSHA Area Office
 - OSHA's toll-free number: **1-800-321-6742**
 - OSHA's online reporting system: **www.osha.gov**

Incident Investigation

- Supervisors must secure the incident site and collect evidence, including:
 - Photographs of the scene, equipment, and surroundings.
 - Witness statements.
 - Equipment logs or maintenance records.
- Incident investigations should determine:
 - Root causes of the incident.
 - Necessary corrective actions to prevent recurrence.
 - Assignment of responsibility for corrective actions.

Vehicle Accidents:

- All vehicle accidents must be reported to law enforcement.



- The following steps must be taken:
 - Call for medical aid if necessary.
 - Exchange insurance and driver information.
 - Take photos of the scene, damage, and surrounding conditions.
 - Submit a vehicle accident report to management.

Corrective Actions:

- Identified hazards or unsafe behaviors must be corrected.
- Training may be required to reinforce safety policies.
- Serious incidents may require updated safety procedures or additional engineering controls.

Training Requirements

- Employees must receive training on incident reporting procedures.
- Training must cover:
 - Responsibilities for reporting and investigating incidents.
 - Evidence collection and preservation.
 - First responder actions and emergency response coordination.
 - Use of incident reporting forms and tracking corrective actions.
- Training records must be maintained and available for review.