

Incident Investigation: Lessons Learned Guidelines

Department: Risk Management and Response

Program: Incident Investigation

Owner: Program Manager

Authority: ES&H Manual, Chapter 28, Incident Investigation¹

Lessons learned is a collection of incident summaries that is made available to the SLAC community in order to help prevent similar incidents from recurring. For a current list, see the “Lessons Learned” web site.²

Sources

A primary source of lessons learned is on-site incident investigations. For certain incident types, the person conducting an incident investigation may be required to submit a report to the lessons learned program manager.

Lessons can also be gleaned from

- SLAC incident reports developed for Department of Energy (DOE) recordable and first aid injuries and close calls if an analysis of the circumstances surrounding the incident would provide particular value to the organization
- DOE laboratories
- Greater community

Suitable Lesson Topics

The following are suitable lesson types for posting and distribution:

- Information that is not already covered in SLAC training programs or other documents
- Numerous similar incidents have occurred at SLAC
- The likelihood of a similar event recurring at SLAC is high
- Posting is requested by line management

Lessons Learned Input

There are two ways to contribute to the lessons learned archive: you may reply to information already posted or you may submit material to the lessons learned program manager using the following outline.

1 *SLAC Environment, Safety, and Health Manual* (SLAC-I-720-0A29Z-001), Chapter 28, “Incident Investigation” <http://www-group.slac.stanford.edu/esh/general/incident/policies.htm>

2 “Lessons Learned”, http://www-group.slac.stanford.edu/esh/concerns/lessons_learned/

Lessons Learned Outline

Date:

Title:

Lessons Learned Statement:

Discussion:

Analysis:

Recommended Actions:

Priority Descriptor: (Use only 1)

- Red/Urgent
- Yellow/Caution
- Blue/Information
- Green/Good Work Practices

Work Function Categories:

Hazard:

ISM Category:

Savings (if any):

Review

The lessons learned program manager, together with appropriate subject matter experts (SMEs), will review submitted material for content and lesson value. Lessons that are relevant to SLAC hazards and are of particular value or interest will be posted.