

Incident Investigation: Implementation Plan

Department: Risk Management and Response

Program: Incident Investigation

Owner: Program Manager

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

All Chapter 28 requirements will become effective immediately upon publication unless noted otherwise in the “effective date” column.

Section Number	Section Title	Requirement Note	Status	Effective Date	Schedule Note
5	Requirements				
5.1	General				
5.1.1	Notification	Calling ext. 5555 initiates the appropriate responders and the investigation process	New		
5.1.1.1	Type A or B Injury		New	Immediately	
5.1.1.2	Non-type A or B Injury		New	Immediately	
5.1.1.3	Non-Injury		New	Immediately	
5.1.2	Classification		Existing	Immediately	
5.1.3	Scene Documentation		Existing	Immediately	
5.1.4	Investigation				
5.1.4.1	ORPS Incidents		Existing	Immediately	
5.1.4.2	Type A or B Injuries		Existing	Immediately	
5.1.4.3	DOE Recordable and First Aid Injuries		Existing	Immediately	
5.1.4.4	Non-injury Incidents		Existing	Immediately	
5.1.4.5	Close Calls and Near Hit		Existing	Immediately	
5.1.4.6	Vehicle Incidents	On-site incidents involving a	New	Immediately	

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

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		government-owned vehicle must be investigated by SLAC Site Security and are subject to review by the Vehicle Incident Review and Assistance Team			
5.1.4.7	Spills		New	Immediately	
5.1.5	Tracking and Reporting				
5.1.5.1	Privacy		Existing	Immediately	
5.1.5.2	ORPS Incidents		Existing	Immediately	
5.1.5.3	Type A or B Injury		Existing	Immediately	
5.1.5.4	DOE Recordable Injury		Existing	Immediately	
5.1.5.5	Corrective Action Tracking System		New	Immediately	
5.1.5.6	Injury Reports		Existing	Immediately	
5.1.5.7	Basic Incident Information Database		Existing	Immediately	
5.1.5.8	Lessons Learned		Existing	Immediately	
5.1.5.9	Quarterly Reporting		Existing	Immediately	
5.1.6	Personnel				
5.1.6.1	Designation		Existing	Immediately	
5.1.6.2	Qualifications		Existing	Immediately	
5.1.6.3	Incident Review and Assistance Team		New	Immediately	
5.1.6.4	Vehicle Incident Review and Assistance Team		New	Immediately	
5.1.7	Roles and Responsibilities				
5.1.7.1	Incident Investigation Program Manager		Existing	Immediately	
5.1.7.2	Incident Review and Assistance Team		New	Immediately	
5.1.7.3	Vehicle Incident Review and Assistance Team		New	Immediately	
5.1.7.4	Workers' Compensation Administrator		Existing	Immediately	

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5.1.7.5	SLAC Medical		Existing	Immediately	
5.1.7.6	SLAC Site Security	Initiate notifications through ext. 5555 calls	New	Immediately	
5.1.7.7	Emergency Management Coordinator		Existing	Immediately	
5.1.7.8	ORPS Facility Manager and/or Facility Manager Designees		Existing	Immediately	
5.1.7.9	ORPS Program Manager		Existing	Immediately	
5.1.7.10	ORPS Administrator		Existing	Immediately	
5.1.7.11	ORPS Incident Investigators		Existing	Immediately	
5.1.7.12	Associate Laboratory Directors		Existing	Immediately	
5.1.7.13	Managers and Supervisors		New	Immediately	
5.1.7.14	University Technical Representatives		New	Immediately	
5.1.7.15	Directorate ES&H Coordinators		New	Immediately	
5.1.7.16	Spills Program Manager		New	Immediately	
5.2	Procedures and Specific Requirements				
5.2.1	Notification		New	Immediately	
5.2.2	Investigation		New	Immediately	
5.2.2.1	Investigation Requirements		New	Immediately	
5.2.2.2	Evidence Collection		Existing	Immediately	
5.2.3	Investigation Review			Immediately	
5.2.3.1	Injury		New	Immediately	
5.2.3.2	Non-injury		Existing	Immediately	
5.3	Training				
5.3.1	Incident Investigator		Under development	9/30/2009	
5.3.2	ORPS Incident Investigator		New	Immediately	

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5.3.3	Facility Manager and Designees		New	Immediately	