

Accident and Incident Reporting and Investigation

I INTENT

The reporting and investigation of accidents and incidents to determine the underlying causes. The prevention of reoccurrence and application of effective control measures across all facilities.

2 PERFORMANCE REQUIREMENTS

Accident/Incident Reporting

All facilities shall implement and maintain an accident/incident notification and reporting process that:

- Defines notification and reporting requirements commensurate to the severity of the accident/incident;
- Defines the type and level of accidents/incidents to be reported and to whom;
- Defines the level of Leadership that will be involved in the accident/incident reporting process;
- Meets regulatory accident/incident reporting requirements; and
- Ensures legal non-compliances shall be reported and investigated in accordance with the accident/incident reporting process.

Investigation Process

All facilities shall implement and maintain an accident/incident investigation process that:

- Defines the type and level of accidents/incidents to be investigated;
- Details the sequence of events leading up to the accident/incident;
- Identifies immediate and basic/root causes of an accident/incident using the Accident/Incident Causation Model;
- Classifies an accident/incident into its actual and potential loss; and
- Defines preventative and corrective actions to prevent reoccurrence and to provide linkage to the risk register.

Accident/Incident Alerts (Level 4 and 5) shall be submitted to HSLP Corporate by the respective Leadership Team. Fatal or significant accident/incident reporting

and investigations shall be conducted in accordance with the Safety Alert/Loss Announcement and Fatal Accident Investigation sections of the Accident/Incident Reporting and Investigation Guideline.

Preventative and Corrective Actions

Preventative and corrective actions resulting from accident/incident investigations shall be recorded, tracked and monitored, with critical controls reviewed for quality and effectiveness as per Standard 15, Preventative and Corrective Actions.

Accident/Incident Trend Analysis

Analysis and trending will be conducted using the preventative and corrective action system and results reported to the respective Leadership Teams as the basis for continuous improvement.

Accident/Incident Investigation Training

Basic investigation training shall be provided for personnel required to participate in and conduct investigations.

The HSLP Regional Directors shall nominate personnel to participate in advanced investigation training for the purpose of facilitating Risk Level 4 and 5 events.

Accident/Incident Investigation Quality and Verification

A review process shall be in place to check the quality and completeness of the accident/incident investigation and corrective action process.

Records Management

Accident/Incident investigation reports shall be filed in accordance with Standard 8, Systems Documentation and Records Management. These records shall be retained for a minimum of five years or the minimum required by regulatory agencies, whichever is greater.