


East Lake Tarpon Special Fire Control District

	<i>SOP 803.1 Accident Investigation</i>	
	Implementation Date: 11/22/2011	Revision Date(s): 11/22/2011
		Reviewed Date(s):
Forms or Attachments: None		

ACCIDENT REPORT PROCEDURES

Accident investigations shall be performed by the immediate supervisor with additional assistance from the Safety Officer, as required, to identify the causal factors contributing to the accident, incident or exposure and to initiate measures to prevent similar events from recurring. The Safety Officer shall ensure all supervisors are trained in accident investigation techniques and documentation requirements.

An attempt to get as much information as possible should be made on initial notification (location; time, persons involved, damage and/or injuries, what happened, how and why and the names of any witnesses).

The supervisor shall routinely investigate all employee accidents and incidents involving property damage with or without injury and shall file a standard report (5.0.1) specifying corrective action or interim measures taken. If recommendations are included in the report, the Safety Committee shall review and the Department shall consider action on the recommendations made.

All incidents and employee accidents requiring minor first aid shall be reported within 48 hours. Employee accidents resulting in medical treatment or lost work days shall be reported within 24 hours. Employee accidents resulting in death or serious injury shall be reported immediately.