

INJURY/ ILLNESS/NEAR-HIT INVESTIGATION 201

I. PURPOSE

To establish guidelines for injury/illness/near-miss investigation. The principle purpose of such a program is to identify root cause and develop and implement corrective actions to prevent recurrence of a similar incident.

II. PROCEDURE

A. An injured employee must:

IMMEDIATELY REPORT A WORK RELATED INJURY TO YOUR SUPERVISOR/FOREMAN. Immediately is defined as soon as possible following the injury without causing additional injury or severity of the existing injury. It is the company's expectation that Management receive notice from the injured employee or his/her Supervisor/Foreman within one hour of the injury or at the latest the end of the work shift. The primary concern is to see that the injured employee receives the appropriate medical care.

1. Immediately report the injury to your Supervisor/Foreman and proceed to the First Aid Station (e.g. the job trailer or support vehicle is the designated First Aid Station in the field) for evaluation and/or treatment. This should be done as soon as possible and practicable following the injury.
2. The Supervisor/Foreman will immediately activate Emergency Services (911) if necessary or First Aid will be administered.
3. All injuries will be documented in a daily log. The Supervisor/Foreman will complete the Occupational Injury/Accident /Illness Report (OIAIR) which, will then be followed up by the injured Employee and Management.
4. The completed OIAIR will be returned to Management.
5. All injuries will be reviewed to discuss corrective actions to prevent recurrence.

B. If more than First Aid treatment is required:

1. A Treatment/Restriction Report form is required before outside medical attention is rendered. This form authorizes necessary treatment to the employee, subject to provisions of the Workers' Compensation Act.
2. The Supervisor/Foreman will accompany the injured employee to the

medical provider whenever possible. The Supervisor/Foreman will sign the "Treatment/Restriction" report in the "AUTHORIZED BY" field, located on the front side, below the employee's name. The employee shall also sign the "Authorization for Release of Medical Information" located on the bottom of the second side of the Report.

C. Follow up treatment

1. When an employee is injured at work and requires non-emergency medical attention, that employee will be taken to a Health Care Center for evaluation and/or treatment. For emergency medical attention, the employee should be taken directly to the Hospital Emergency Room for evaluation and/or treatment. The company will determine follow-up care for the first 10 days following the injury.
2. The First Aid Procedure reads that the Supervisor/Foreman will accompany the injured employee to the medical provider if more than First Aid is required whenever possible. This refers to the initial injury and not follow-up visits.
3. After treatment is rendered, a company representative shall request a review by the physician of the employee's work status as directed by the "Treatment/Restriction Report." The completed report shall be returned to Management for retention in the employee's case file.

III. TRAINING

Supervisors/Foreman are trained in investigative and corrective action techniques.

IV. VISITORS AND/OR CONTRACTORS

All contractors or visitors injured while on GTC premises or job sites shall immediately notify the GTC representative(s). Written accident investigation reports must be submitted to GTC as soon as available following the injury and at the latest at the end of the work shift.

**Grand Traverse Construction
NEAR MISS REPORT**

Date of near miss: ____ / ____ / ____

Time: _____

Location of near miss:

Describe in detail what happened:

What steps should be taken to prevent a recurrence?

Follow up Action

Person Responsible

Date Completed

<u>Follow up Action</u>	<u>Person Responsible</u>	<u>Date Completed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE- *Is this correction applicable to other areas of the company?*

Reported by:

Supervisor/Foreman:

Management:

*Fill out this form at the time of the nearmiss and forward to Management