

Vista Polymers
A Division of
Vista Chemical Company

Highway 25
Post Office Box 91

Aberdeen, Mississippi 39730 0091
Phone (601) 369 8111

ABERDEEN CHEMICAL PLANT SAFETY AND HEALTH MANUAL
ABERDEEN, MISSISSIPPI

SUBJECT Accident Investigation & Injury Reporting Procedure

EFFECTIVE DATE: June 1, 1992

REVIEWED BY Sam L. Taylor SAFETY DIRECTOR

APPROVED BY: AW Ferguson PLANT MANAGER

VISTA

I. PURPOSE

The purpose of an accident investigation and injury reporting is to obtain knowledge and information which can be used to prevent similar accidents in the future. Investigation can also identify unsafe situations and conditions which may be a direct or contributing cause of an accident. Frequently, hazards are discovered which do not directly apply to the accident being investigated but which could cause an injury if not corrected.

II. SCOPE

The Aberdeen Plant will maintain an accident investigation and injury reporting program which includes not only accidents resulting in injuries but also accidents which involve "near misses" and property damage. This includes situations where a minor injury has the potential to be more serious. Also included are incidents which resulted in or could have resulted in a catastrophic release of hazardous chemicals.

III. RESPONSIBILITIES

It is the responsibility of the employee or employees involved in an accident to report that occurrence to their supervisor immediately following the accident. All injuries and potential injuries, "near misses" and property damage must be reported immediately. Medical treatment and accident investigations should begin at that time.

III. RESPONSIBILITIES - Continued

Department Heads are responsible for

- a Insuring that all injuries, near misses and property damage and release incidents are reported immediately
- b Initiating an accident investigation, as appropriate
- c Assigning responsibility for corrective action in involved areas
- d Reviewing investigation reports for incidents outside their areas, determining application of recommendations and assigning responsibilities
- e Reporting status of the recommendations pertaining to their areas to the Safety Director and the Investigation Committee members

The Investigating Committee is responsible for conducting the investigation, recording the facts, reviewing the completed report with the appropriate department head, presenting findings and recommendations to the Plant Manager and submitting the completed and approved report to the Safety Director.

The Safety Director is responsible for assisting in identification of significant incidents, assisting in investigation as required, keeping management and employees informed on the status of recommendations, and maintaining a file of reports and pertinent information regarding the incident

IV. INVESTIGATION PROCEDURE

The severity or potential severity of an accident will dictate the scope of the investigation. An Investigation Committee will be assembled to initiate the accident investigation as follows.

IV INVESTIGATION PROCEDURE - Continued

- 1 If an accident occurs which results in a recordable injury, a catastrophic release or significant near miss, the concerned Department Head will appoint an investigation committee. Normally, the committee will be composed of four members, but the size may be varied depending on the nature and complexity of the incident. Accidents which result in minor (first aid) injuries without significant potential will normally not be investigated. A representative of the Safety Department will serve as a member of all investigation committees. The Department Head has the option of staffing the committee from within his own department or other departments in the plant. Individuals directly involved in the incident will be members of the committee. Final review of some investigating team members may be held at the Department Head level with prior approval of the Plant Manager, otherwise the final review will be by the Plant Manager following a presentation of the findings and recommendations.
- 2 The following criteria should be used in selecting the investigation committee chairman
 - a The chairman named should have served as a member of at least one formal investigation committee prior to serving as a chairman.
 - b. Generally, the more severe the incident, the more experienced person required to act as chairman.
 - c. The chairman may need to be familiar with the technology of an incident when the preliminary indicators show that technology is important to the cause and/or solution.

IV. INVESTIGATION PROCEDURE - Continued

- 3 The investigation should take place as soon as practical and will normally be started by the committee within forty-eight hours of the time of the incident. The following guidelines should be used:
 - a Visit scene of accident to investigate physical facilities. Take photographs or make sketches and diagrams to record details of the physical environment
 - b Interview witnesses and the injured employee if available. The Plant Nurse or Safety Department should be contacted to determine extent of injury or disability. Additional concerned personnel may be interviewed and should include the concerned line supervision
 - c. The committee will tentatively agree on the cause of the accident and recommendations and the chairman will prepare a rough draft following the format in Attachment #1
- 4 Normally, within fourteen calendar days following the incident, the investigation findings and recommendations will be presented to and approved by the Plant Manager unless delegated to the Department Head. The Safety Director may assist in this review. The entire committee should participate, if possible.
- 5 The basic report will be published within ten working days following approval. Copies will normally be distributed to all Department Heads and the Safety bulletin board unless restricted by the Plant Manager.

IV. INVESTIGATION PROCEDURE - Continued

6. The following instructions are applicable to status reporting.

- a Each person assigned a responsibility in the recommendation will report the status of that recommendation to the Safety Director as the item is completed or on the estimated completion date.
- b When items are all completed, the Safety Director will report to the Central Safety Committee confirming completion.

V. FINAL REPORT

All accident investigation reports will be prepared by the Committee Chairman. After the report has been completed, reviewed and signed, the Chairman should deliver the final report to the Safety Director who will distribute the report as appropriate. A sample of the report format is attached in Attachment #1.