

INTER-COMPANY MEMO



DATE: December 2, 1992

TO: All Supervisors

FROM: W. W. Tyler JJ

SUBJECT: Questions And Answers

During the recent training sessions for the new Occupational Injury/Illness and Incident Reporting Procedure, several issues of concern were addressed. For your information, a list of commonly asked questions and the answers to these questions is attached.

If you have any further questions or comments regarding this procedure, contact Debbie Horton, Safety & Health Specialist, extension 4872.

WWT/ddd

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OCCUPATIONAL INJURY/ILLNESS AND
INCIDENT REPORTING FACT SHEET

2.0 POLICY

Which incidents need to be reported under this procedure?

Answer: This procedure is to be used to report all work related injuries/illnesses, potential health exposures, incidents involving property damage, and near misses.

What is a Near Miss incident?

Answer: A Near Miss incident is any situation or condition which has the potential to cause an injury, illness, or damage to the facilities.

4.0 PROCEDURES FOR REPORTING OCCUPATIONAL INCIDENTS
REQUIRING MEDICAL ATTENTION

4.1.8.0 Who is responsible for proper notifications in the event of a life threatening incident during Holidays, Weekends, or Off-Hours?

Answer: The first responder will notify Security, Main Gate 8596 or 8465 and give particulars of the incident.

4.1.8.3 Security will notify the Medical Coordinator, Safety Manager, Employee Relations Manager and Support Services Manager of any injuries involving hospital treatment or fatalities.

4.2.5 What should the employee do if his/her condition worsens after leaving the plant?

Answer: The employee shall contact the medical person on call (pager 880-1300) before going to a hospital or physician's office. If the medical person is not available, the Shift Foreman must be advised.

4.2.6 Can vacation or sick time be used to prevent an Occupational Injury or Illness from being reported as a lost-time?

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Answer: No. OSHA guidelines specifically state that vacation or sick time may not be used as a substitute for reporting a lost-time incident.

5.0 INCIDENT REPORTING

5.1 Why must we report all incidents, no matter how minor?

Answer: Data analysis has shown that as many as three-hundred First Aid or minor injuries may be observed for every one very serious injury or fatality. By conscientious reporting and investigation of minor incidents, we can correct problems before they become the cause of a major incident.

5.2 Who is responsible for completing the Supervisor's Immediate Report form during off-hours?

Answer: During Holidays, Weekends and Off-Hours, employees will report incidents to the Shift Foreman. The Shift Foreman and the employee will complete the Immediate Report. If an injury requiring medical treatment is involved, the Laboratory First Aid Attendants will attend the injury and complete the back page of the report.

Who will investigate incidents which occur during Off-Hours?

Answer: The individual's immediate Supervisor or Unit Foreman should be responsible for setting up the investigation. In these cases, the Shift Foreman should leave the completed Immediate Report and the blank investigation form with the Medical Unit. The Medical Unit will notify the Supervisor/Foreman that there has been an incident in their area of responsibility and forward the information to them.

5.3 Where does the original report form go, and who needs to be copied on the report?

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Answer: The original copy of the Supervisor's Immediate Report should be taken to the Medical Unit. The Medical Unit Staff will forward copies to the Plant Manager, Safety & Health Manager, and the Department Manager.

6.0 INVESTIGATION

6.1 Which incidents need to be investigated?

Answer: An investigation report must be completed for every incident reported.

How soon does the investigation have to be done?

Answer: OSHA's Process Safety Management Standard requires that an investigation be initiated within 48 hours for all serious incidents and incidents involving serious potential. KOCH's policy requires that all incident investigations be initiated within this time frame.

Who is responsible for conducting the incident investigation?

Answer: The supervisor is responsible for assuring that the investigation is completed. The investigation team shall consist of the immediate supervisor, the injured employee, a representative from Safety and Health, and any witness(es) which may have valuable input to the process.

6.2 Where do I send the Investigation Report?

Answer: The original copy of the Investigation Report needs to be forwarded to the Safety and Health Department. Safety Staff will forward copies to the Plant Manager, Department Manager, and Area Superintendent.

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6.3 What is the Serious Incident Investigation Team and when do they get involved with an incident?

Answer: The Serious Incident Investigation Team is a group of employees from various departments in the plant who are specially trained in incident investigation techniques. The leader of this team together with the Safety and Health Manager will review the incident reports and investigation results. They will make a determination if the incident was serious or involved serious potential which would warrant the activation of this team.

6.4 Who is responsible for follow-up action items?

Answer: Responsibility for each action item needs to be assigned to one of the investigation team members. A realistic completion date should be determined for each item. The investigation team leader should check back with the individual team members by the given date to assure that the item has been completed.

NOTE: Do not assign responsibility for completing an investigation action item to anyone who is not present during the investigation.