

PLAINTIFF'S EXHIBIT ETCO-342	SECTION ACCIDENT INVESTIGATION	DATE
	PAGE 1 OF 2	
SAFETY & LOSS PREVENTION MANUAL		

The recording of initial work injuries is required by state and federal laws to insure proper dispensation of workmen's compensation benefits and the compliance with occupational health and safety laws.

Records of accidents are essential to efficient and successful safety work, just as records of sales, production, costs and profits and losses are essential to efficient and successful operation of a business. Records supply the information necessary to transform haphazard, costly, ineffective loss prevention work into a planned loss prevention program, which permits full use of all the proven techniques to effect control over the specific conditions and acts which cause accidents. Records are the foundation of the scientific approach to accident preventions.

USE OF RECORDS

When these records are kept in accordance with the standard method, the records will provide management with the means for an objective evaluation of the safety program; will identify high-rate departments and will provide information on the accident causes which most contribute to high injury rates. More specifically, the records will be used to:

1. Create interest among supervision by furnishing them with information about accident experience of their departments.
2. Determine the principle accident sources and provide supervision and the Loss Prevention Department with information regarding the most frequent unsafe practices and unsafe conditions. This will enable concentrated effort in areas which effect the greatest reductions in accidents.
3. Judge the effectiveness of the loss prevention program by demonstrating improvement or worsening of accident experience and providing experiences comparisons with companies having similar operations.

PROCEDURE FOR COMPLETING ACCIDENT REPORT FORM

Supervisor's Accident or Near Miss Investigation Report

Every immediate supervisor shall make a detailed report of any injury requiring treatment. The supervisor should immediately send one copy to the Safety and Loss Prevention Department, retain one copy for his records, forward the original copy to the Safety and Loss Prevention Department through channels and forward one copy to the Insurance Supervisor. Since this completed form provides valuable information to the Safety and Loss Prevention Department, it is essential that this form be completed.

The supervisor's form should be filled out as soon as possible after the accident or near miss occurs. Information on unsafe acts and unsafe conditions is important to the prevention of further accidents, and, more importantly, it often points up why the unsafe conditions existed and why the person acted unsafely. The above information is reviewed daily at the Plant Manager's Staff meeting.

	SECTION	DATE
	ACCIDENT INVESTIGATION	PAGE 2 OF 2
	SAFETY & LOSS PREVENTION MANUAL	

Monthly Accident Summary Analysis

The Supervisor's Accident Report form is filled out when the accident occurs and is used to record the accident and preserve information regarding contributing causes. The Accident Summary Analysis will summarize information regarding contributing circumstances and will relate to department exposure. In this manner, safety and loss prevention work can be evaluated and the principal accident causes brought into proper focus.

Frequency and Severity Incident Reports

Safety performance is relative, comparisons are drawn of the Company's injury experience with that of similar companies, with the entire industry of which it is part, or with its own previous experience. Only then can meaningful safety and loss prevention accomplishment and evaluations be obtained. To make this comparison, a method of measurement is needed which will adjust for the effects of certain variables which contribute to differences in injury experience, such as hours worked, method of computation, etc. Therefore, it will be our policy to measure all work related injuries in accordance with the standard formulas set forth by the Occupational Safety and Health Administration. These formulas are used nationally and are recommended by the National Safety Council for measurement.

Daily Medical Report

The collection of accident data generally begins with First Aid or in the Medical Department. Area supervision will forward the First Aid Report to Medical for reporting all injuries treated. Medical will incorporate the data along with data on treatment of injuries at Medical for the previous 24 hour period.

Accident Investigation Report

The Accident Investigation Report Form is filled out after the occurrence of accidents. The Accident Investigation Report is made out by the foreman and forwarded to the Safety and Loss Prevention Department through channels.

Since this report will be used to provide valuable information to the Safety and Loss Prevention Department, it is essential that the form be correctly completed.

F-00989

ETC 14775

E-00987

ETC 14773