

**PPM #39**

**Policy Name:** *Accident/Incident Investigations*

**Effective Date:** *January 1, 1999*

**Revision Date:** *May 28, 2002; December 1, 2011*

**Authorization:**



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*Charles R. Davis, Deputy Secretary*

**I. PHILOSOPHY**

To determine the cause of an accident/incident and to prevent recurrences.

**II. ASSIGNMENT OF RESPONSIBILITY**

When an accident/incident occurs, the immediate supervisor first follows the steps outlined in the "Accident/Injury Reporting" Section of the OLG/DCRT Safety Manual. The immediate supervisor of the employee involved in an accident/incident then conducts an accident investigation.

**III. CONDUCTING THE INVESTIGATION**

The Accident Investigation Form DA-2000, is used by the Supervisor when conducting an investigation. Upon completion, the supervisor will submit the report to the agency Worker's Compensation Coordinator. The report is then sent to the OLG/DCRT Safety Director for review and submittal to the ORM Claims Unit. If necessary, the Safety Director will follow-up with the claimant's Supervisor or Manager to implement safety guidelines to prevent similar accidents/injuries from recurring.

*Summary of Changes: Added policy number (December 1, 2011).*