

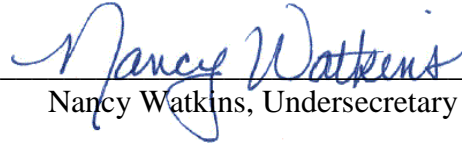
**PPM #39**

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

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

**Revision Date:** *May 28, 2002; December 1, 2011, July 1, 2018; February 26, 2020.*

**Authorization:**

  
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Nancy Watkins, Undersecretary

**I. PHILOSOPHY**

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

**II. ASSIGNMENT OF RESPONSIBILITY**

When an accident/incident occurs, the immediate supervisor first follows the steps outlined in the "Accident/Incident Reporting" Section of the OLG/DCRT Safety Manual. If an OLG/DCRT employee is involved, the immediate supervisor of the employee involved in the accident/incident then conducts an accident investigation. Should the event not involve an employee, the investigation will be conducted by an employee designated by the Appointing Authority for that agency.

**III. CONDUCTING THE INVESTIGATION**

The Accident Investigation Form DA-2000, is used by the Supervisor when conducting an investigation for any accident/incident involving an employee. If the accident/incident involved a visitor or other non-employee, Accident Analysis Form DA-3000 is to be used by the individual conducting the investigation, and signed by any witnesses. Upon completion, the investigator will submit the report to the agency Workers' 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/incidents from reoccurring.

*Summary of Changes: Added policy number (December 1, 2011), May 1, 2018. Updated to include process for investigating accidents/incidents involving non-employees (July 1, 2018). Spelling and grammar corrections (February 26, 2020).*