

<b>BROOKHAVEN NATIONAL LABORATORY</b> <b>Safety &amp; Health Services Division</b>  <b>Safety Engineering Group</b> <b>Procedure</b>	NUMBER	REV.
	<b>SE-009</b>	0
	DATE	
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SUBJECT: Review and Approval of Line Organization Investigations	PREPARED BY: J. Ellerkamp	
	APPROVED BY: S. Kane	

- 1.0 Purpose: To provide a standard procedure for Safety Engineering personnel responsible for monitoring the adequacy of investigations performed, prior to submittal into the BNL database and DOE CAIRS system.
- 2.0 Scope: This standard applies only to the Safety Engineering cognizant personnel with authority and knowledge commensurate with responsibility for ensuring the quality and accuracy of investigation, and processing reports to DOE.
- 3.0 Policy: It is the policy of BNL thorough the administration of the Standards Based Management System and the relevant subject areas by the Safety Engineering Group of the Safety and Health Services Division to ensure that investigations resulting from accidents and incidents at BNL meet those requirements necessary to ensure that causes and trends are identified and that proper corrective measures may be taken to avoid recurrence of the incident, and that all BNL reports and CAIRS reports contain the most accurate information available.
- 4.0 References
- 4.1 Investigation of Incidents Accidents and Injuries Subject Area;
  - 4.2 Injury Management Subject Area;
  - 4.3 DE-AC02-98CH10886, current Mod contract with DOE; and
  - 4.4 DOE Manual 231.1-1A, most current issue
- 5.0 Definitions
- 5.1 CAIRS Report is an electronically submitted accident investigation report from BNL to DOE that has specific required types of information.
  - 5.2 Line Organization Accident/Incident Investigation Report is the form used by BNL entities to report the outcome of investigations conducted by the Line Organization or some individual designated by the line manager to document what happened, why it happened, where it happened, how it happened, etc. and identify the causes, corrective actions to both what went wrong and also what went right as a result of this incident.

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5.3 Reasons for Rejection of Investigation Report form is used by the Safety Engineering Group, when sending reports back to the Department Chair/Division Manager to be re-done indicating what is incomplete or missing from the original report.

## 6.0 Procedure

6.1 Line personnel submit completed reports to the official recordkeeper in Safety Engineering.

6.2 On receipt, the recordkeeper notes the date of receipt and possible classification of the case on the bottom of the first page of the report and initials same.

6.3 The report is reviewed for elements such as factual accuracy, dimensions, elimination of personnel names from the descriptions, completion of causal analysis, corrective measures, appropriate signatures.

6.4 If all of the information is acceptable, the recordkeeper indicates same by initialing in the Safety Engineering block, and forwards report for entry/scanning into the database.

6.5 If the case has been adequately investigated and meets the criteria for recordability, the case is ready to be submitted to DOE and the recordkeeper sends it to CAIRS electronically.

6.6 If, during the review, the reviewer finds that the investigation is inadequate, the investigation is returned with the Reasons for Rejection of Investigation Report checklist indicating why the report is rejected and a date for expected completion is assigned.

6.7 Once the corrections are made to the investigation, to the satisfaction of the SEG reviewer, the report is forwarded for entry into the database and CAIRS.

## 7.0 Attachment

7.1 Reasons for Rejection of Line Organization Investigation Form