**This document is intended to be used as guidance in applying a graded approach to injury/illness incident investigations.**

**First Aid Cases**

* Line is responsible to have a qualified individual(s) review incident and conduct an investigation or contact SHSD for assistance.
* Line completes Investigation Report form (applicable sections).
* Communication – to line management, SHSD, ORPS Categorizer
  + Line issues basic communication, with input from SHSDS OSHA Recordkeeper
  + Distributed as soon as accurate information is know, but ideally, no later than the end of the workday or by noon of next workday

**Team Response to the Scene**

The response of Investigation Team personnel to the scene should employ a graded approach based on injury severity (i.e., a group response to scene may not be required for a ‘doctor prescribed medicine’ recordable event). The line ESH Coordinator/Lead Investigator should be the primary point of contact for Team personnel. Every effort should be made to ensure the worker is not embarrassed or intimidated by the investigation process, otherwise the program runs the risk of discouraging reporting.

**Securing the Scene**

Consider securing the scene when:

* There is relevant transient evidence that could be lost (moved, disturbed, evaporated, etc.) prior to completing the investigation, and
* There is personnel traffic in area (general traffic or curious individuals), or
* The investigator(s) need to leave area unattended

It may not necessary to cordon-off the scene where: the cause is obvious (e.g., curb trip), there are no objects to disturb, or the area already has limited access (e.g., an office) and minimal personnel traffic.

**Slips/falls due to wet surfaces** - For slips/falls due to wet surfaces the need to secure the scene and delay cleanup may depend on the initial injury severity. Examples:

Graded Approach:

**Slips/falls due to wet surfaces, resulting in bruises.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preserve scene | Photos | Witnesses | Document Reviews | Causal Analysis | SHSD Investigator Assigned |
| No, Line lead investigator should view/photo scene prior to cleanup if possible; then clean up ASAP | Yes | Yes | N/A | Identify apparent cause(s) using graded approach | First Aid – No  Recordable - Yes |

**Slips/falls due to wet surfaces, resulting in head trauma, other more severe injury with ambulance call.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preserve scene | Photos | Witnesses | Document Reviews | Causal Analysis | SHSD Investigator Assigned |
| Yes, secure/cordon-off scene and instruct custodian/Building Manager not to clean up until team releases scene | Yes | Yes | possibly | Yes | Yes |

**General Guidance**

The need for assigning an SHSD Investigator and the rigor/detail required of the investigation will primarily be based on injury severity, value of Lessons Learned and potential for BNL-wide extent of condition.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Release of Scene | Structured Causal Analysis | SHSD Investigator Assigned | Email Communication to Management – Peer Reviewed\* | Incident Bulletin  Slide |
| First Aid | Line Responsibility | No  Identify apparent cause(s) | No | Line to Line Mgt., ORPS Categorizer, & SHSD Mgt.  Email sent by end of day/noon next workday – target time frame | No (most cases)  Yes - If Lessons Learned value |
| Recordable/DART | SHSD concurrence required  Note: May be via phone call | Yes, using a graded approach  w/ SHSD | Yes | Non-ORPS: Line issues email to BNL Mgt., ORPS Categorizer, & SHSD Mgt.  Email sent by end of day or by noon of next workday– target time frame  ORPS Reportable:  ORPS notification sufficient | Yes |

\*Peer Reviewed = Communications should be peer reviewed by line and SHSD prior to releasing to ORPS Categorizer or distribution to BNL management and others.

**Examples:**

**Employee Trips on Curb, Falls on Hands and Feet**

Tuesday, March 16, 2010     Location: Building 438

Tags: [contusion (bruise)](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=contusion%20(bruise)), [first aid](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=first%20aid), [hand](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=hand), [injury](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=injury), [knee](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=knee), [lost awareness of surroundings](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=lost%20awareness%20of%20surroundings), [slip or trip](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=slip%20or%20trip), [walking](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=walking)

**Department / Division -** Information Technology Division

**Incident Description -** An employee was walking from the cafeteria to her vehicle parked behind Building 400. As she stepped from the street to the sidewalk, she tripped on the curb and fell on her hands and knees. At the OMC, she received first aid treatment and returned to normal duties.

**Causes -** Footwear was proper (rubber soles). There was sand and gravel in the path, but no indication of highly slippery conditions. The weather was sunny and mild. Employee was crossing a crosswalk onto a sidewalk with a handicapped access cutout. Her attention was not on the varying surface where she was walking.

**Corrective Actions -** To be determined.

Graded Approach:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preserve scene | Photos | Witnesses | Document Reviews | Causal Analysis | SHSD Investigator Assigned |
| N/A | Yes | Yes | N/A | Identify apparent cause(s) | No |

**Employee Burns Finger From Sparks**

Friday, February 12, 2010     Location: Building 130 Tags: [burns](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=burns), [DOE recordable](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=DOE%20recordable), [employee](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=employee), [finger](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=finger), [first aid](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=first%20aid), [injury](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=injury)

**Department / Division -** Energy Sciences & Technology

**Incident Description -** An employee received burns on fingers from sparks from an exposed 18-gauge electrical wire just below the plug. He was treated at the OMC for small burns which were treated with silvadene cream. He returned to normal duties.

**Immediate Actions Taken -** Lab Electrical Safety Officer was contacted. The equipment was examined and an exposed 18 gauge wire was found. In addition, he conducted an electrical severity index of the burns. The cord was replaced as well as the outlet.

Graded Approach:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preserve scene | Photos | Witnesses | Document Reviews | Causal Analysis | SHSD Investigator Assigned |
| N/A - occurred in a room; no items to disturb | Yes | Yes, if any were present | N/A | Why analysis, brainstorming, or other | Yes |

**Employee Receives Minor Laceration From Glass**

Monday, September 28, 2009     Location: Building 902 Tags: [arm](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=arm), [employee](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=employee), [first aid](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=first%20aid), [laceration](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=laceration), [lost awareness of surroundings](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=lost%20awareness%20of%20surroundings), [vehicle](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=vehicle)

**Department / Division -** Site Services Division

**Incident Description -** An employee was removing stone-blended material from a dump truck body using a skid steer. The skid steer was being used because only a portion of the load was needed at this location. A spotter was provided to assist the employee in the operation, however, the employee chose not to use the spotter. After removing several loads, the employee drove too far forward and struck the rear edge of the dump truck tailgate, shattering the front glass of the skid steer into hundreds of pieces. The employee was sent to OMC and treated for a superficial laceration.

**Causes -** The employee was using a skid steer to empty the dump truck and chose not to follow the spotter's directions. The employee misjudged the location of the skid steer to the dump truck tailgate and struck the rear edge of the tailgate, shattering the skid steer’s window. The Job Risk Assessment does not discuss the use of a spotter.

**Corrective Actions -** Employee has been suspended from using this and similar equipment pending the results of further evaluations. The Job Risk Assessment for Skid Steer Operation will be reviewed with the workers and revised as needed.

Graded Approach: SHSD Investigator assigned due to potential for more severe injury.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preserve scene | Photos | Witnesses | Document Reviews | Causal Analysis | SHSD Investigator Assigned |
| Yes; Rope off area and post individual;  Security will secure scene if requested | Yes | Yes | Yes; JRA, work permit, etc. | Why analysis | Yes |

**Subcontractor Strains Right Calf Muscle While Walking Up Steep Grade**

Monday, September 28, 2009     Location: NSLS2 Site Tags: [contractor](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=contractor), [leg](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=leg), [sprain or strain](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=sprain%20or%20strain), [walking](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=walking)

**Department / Division -** Nati. Synchrotron Light Src II

**Incident Description**

A subcontractor carpenter was walking from his work area towards the trailers for the morning break. The carpenter was walking through the South Ring building footing excavation on a path used by the workers up the side of a four-foot excavation when he felt a pain in his right calf. He reported to the on-site EMT who treated him with an ice pack and recommended that he report to the BNL OMC. The OMC recommended that he go to the emergency room as there was a concern that he may have torn a muscle. He proceeded to the ER and was seen and released with no medical treatment or follow-up required.

**Causes -** Walking up a steep grade.

**Corrective Actions -** Pathways throughout the site have been graded to more moderate slopes.

Graded Approach:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preserve scene | Photos | Witnesses | Document Reviews | Causal Analysis | SHSD Investigator Assigned |
| N/A | Yes | Yes | N/A | Identify apparent cause(s) | No |

**Door Hits Employee's Wrist**

Wednesday, April 01, 2009     Location: Building 326 Tags: [employee](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=employee), [first aid](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=first%20aid), [wrist](http://intranet.bnl.gov/safety/incidents/tags.asp?tag=wrist)

**Department / Division -** Site Services Division

**Incident Description**

While leaving a meeting, an employee flung open the door. The sudden and quick motion of the door impacted the wrist of another employee and caused a wrist injury. The action was done in such a manner that the injured employee did not have time to react and protect himself by moving out of the way.

**Causes -** Overzealous departure from meeting without regard to actions. Impact of door on wrist caused bone bruise.

**Corrective Actions**

The BNL Director's letter to the Lab on respect in the workplace will be re-distributed to all Division members.

Graded Approach:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preserve scene | Photos | Witnesses | Document Reviews | Causal Analysis | SHSD Investigator Assigned |
| N/A | Yes | Yes | N/A | Identify apparent cause(s) | No |