

# TEMPORARY CHANGE REQUEST

TCR NO. TCR-ESHD5008-Sect 9,Chapt 10,R2-001

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

Person Requesting Change: Jerry Levine

Department Name: ES&H and Infrastructure Support

Document Number: ESHD5008 Section 9, Chapter 10 Revision No.: 2

Document Title: "Accident Investigation"

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**Reason for change:**

Recent changes to OSHA's Recordkeeping Rule, Organizational Changes.  
Three year review and update.

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**Change description:** (Summarize and attach changed pages, with changes clearly indicated)

Replace ESHD 5008 Section 9, Chapter 10, Rev. 2 with TCR-ESHD5008-Sect 9,Chapt 10,R2-001.

Minor changes were made to 10.4.5 and 10.5. Extend the effective date for 3 more years.

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1. Does this TCR significantly alter the intent or scope of the document? **YES:**      **NO:** X

2. Does this TCR significantly impact **ES&H**? **YES:**      **NO:** X

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

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Jerry Levine (Division Head / SRC Chairperson)  
**Department/Division Head Approval**

2/28/02  
**Date**

J.W. Anderson  
**Head, ES&H and Infrastructure Support/designee**

3/6/02  
**Date**

Release/Effective date of this TCR: 3/6/02

Incorporate this TCR into next revision of this document? **Yes-** X **No-**

## CHAPTER 10 ACCIDENT INVESTIGATION

### 10.1 INTRODUCTION

Accidents shall be reported and investigated promptly so that additional injury may be averted and to meet requirements specified in DOE Orders. Documentation shall be forwarded to the Department of Energy (DOE), and records shall be maintained to substantiate possible employee claims.

### 10.2 SCOPE

This section applies to all persons supervised by PPPL and to work performed on PPPL property.

### 10.3 DEFINITIONS

**Accident** - Any injury or illness that requires first-aid or treatment from trained medical professionals or that is reported to the Occupational Medicine Office. Accidents also include work-related property damage that results in:

- A. Property damage of at least \$1,000 to Government-owned, -rented, or -leased vehicles or privately owned vehicles while on official business.
- B. Estimated loss or damage to DOE property or other property amounting to \$5,000 or more, or estimated costs of \$5,000 or more for cleaning (including decontamination), renovating, replacing, or rehabilitating structures, equipment or property.

See DOE O 231.1, "Environment, Safety and Health Reporting," for additional details.

### 10.4 RESPONSIBILITIES

10.4.1 Department or Division Heads are responsible for line implementation of this chapter.

10.4.2 Supervisors are responsible for ensuring line implementation of this chapter.

Specifically, supervisors will:

- A. Assure that employees who sustain injuries and/or illnesses suspected of being work-related report to the Occupational Medicine Office (OMO), including follow-up visits as required by the OMO. In cases where an employee is incapacitated due to injury, or the Dispensary is closed, PPPL's Emergency Services Unit (ESU) shall be notified.
- B. Ensure that employees returning to work following a work-related lost-time illness or injury report to Occupational Medicine Office for medical evaluation.
- C. Provide accurate information during accident investigations. Supervisors shall report any incidents where fraud is suspected.

10.4.3 Employees are responsible to:

- A. Immediately seek medical assistance for all work-related injuries or illnesses. For injuries occurring on PPPL premises, medical attention shall be administered at the Occupational Medicine Office. In cases where an employee is incapacitated due to an injury or the Dispensary is closed, PPPL's Emergency Services Unit shall be notified.
- B. For work-related injuries and illnesses occurring off PPPL premises (injuries and illness sustained during business trips, off-site training exercises, etc.), immediate medical assistance may be rendered by personnel other than PPPL's Occupational Medicine Office or Emergency Services Unit. Under these circumstances, employees must report to the Occupational Medicine Office upon their return to the Laboratory.
- C. Report or, if necessary, have someone else report injuries to their immediate supervisors.

10.4.4 The Occupational Medicine Office (OMO) is responsible for:

- A. Sending a completed copy of Form OM-6, "Employee's Report of Injury," to the injured employee's supervisor, PPPL's ES&H Division and PPPL's Human Resources Division.
- B. Notifying immediately PPPL's ES&H Division of any injuries or illnesses that result, or may result, in lost time.
- C. Informing PPPL's ES&H Division of any factors that may warrant additional investigation (i.e., "close calls" that could have resulted in more serious injuries, incidents where fraud is suspected, etc.).
- D. Sending completed copies of Form OM-2, "Notice of Medical Classification," as needed, to the injured employee's supervisor, PPPL's Human Resources Division, and PPPL's ES&H Division.

10.4.5 The ES&H Division is responsible for:

- A. Classifying accidents.
- B. Reporting accidents to PPPL management and the DOE-Princeton **Area Office (PAO)**. Reporting includes monthly and quarterly reporting, and completion of Form DOE F 5484.3 ("Individual Accident/Incident Report") for each OSHA recordable accident. Reporting will follow the requirements of DOE O 231.1, "Environment, Safety and Health Reporting."

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- C. Maintaining and posting the OSHA **300 and 300A Forms, respectively (Log and Summary of Work-Related Injuries and Illnesses)**.

10.4.6 The Site Protection Division's Industrial Hygienist is responsible for:

- A. Investigating OSHA recordable accidents, determining their causes and recommending corrective actions with the concurrence of the Head, ES&H Division.

## 10.5 CLASSIFICATION AND INVESTIGATION OF ACCIDENTS

All accidents reported via Form OM-6 will be classified by the Head, ES&H Division as to its OSHA recordability using 29 CFR 1904, Recording and Reporting Occupational Injuries and Illnesses. TCR-ESHD5008,Sect9,Chapt10,R2-001

Any accident which meets the criteria of DOE O 225.1A (“Accident Investigations”) for a Type A or Type B investigation will be referred to DOE-PAO for performance of the accident investigation in accordance with DOE O 225.1A.

Any other accident classified as OSHA recordable will be referred to the Site Protection Division's Industrial Hygienist who will perform an accident investigation. This investigation will include interviews with the injured employee and others who may have pertinent information (e.g., supervisor, witnesses, etc.). When the investigation is completed, a report will be issued by the Industrial Hygienist to the injured employee and the employee's supervisor, the ES&H Division, the Occupational Medicine Office, Human Resources Division, and others as appropriate. The report will summarize the facts of the accident, identify contacts made, indicate a determination of the cause of the accident, and recommend corrective action. ~~The Head, ES&H Division will sign the report for concurrence.~~