

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-ESHD5008-9-10, R2-004**

(e.g., TCR-ENG-021,R0-001)

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 Phone Ext: 3439

Department Name: ES&H

Document Number: ESHD 5008 Section 9 Chapter 10 Revision No.: 2

Document Title: Accident Investigation

Reason for change:

Organizational changes, and some minor clarifications.

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

ESH&S Department changed to ES&H, clarified ES&H Department responsibilities. See attached.

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:

Jerry Levine 6/24/16
Department/Division Head Approval Date

John DeLooper 6/27/16
Head, Best Practices and Outreach/designee Date

Release/Effective date of this TCR: 6/27/16

Incorporate this TCR into next revision of this document? YES: X NO:

PPPL	PRINCETON PLASMA PHYSICS LABORATORY ES&H DIRECTIVES	
	ES&HD 5008 SECTION 9, CHAPTER 10 Accident Investigation	
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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 and Manuals. Documentation shall be forwarded to the Department of Energy (DOE) as required by DOE Manual 231.1-1A, and records shall be maintained to substantiate possible employee claims.

10.2 SCOPE

This section applies to PPPL workers and to work performed for PPPL. Other persons may be covered in accordance with DOE Manual 231.1-1A.

10.3 DEFINITIONS

- A. **Accident** – Work related fatalities, injuries or illnesses.

See DOE M 231.1-1A, “Environment, Safety and Health Reporting Manual,” 9/9/04 for additional details.

10.4 RESPONSIBILITIES

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

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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.

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- 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 Department and PPPL's Office of Human Resources.
- B. Notifying immediately PPPL's ES&H Department of any work related injuries or illnesses.
- C. Informing PPPL's ES&H Department 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 the "Notice of Medical Classification" Form, as needed, to the injured employee's supervisor, PPPL's Office of Human Resources, and PPPL's ES&H Department.

10.4.5 The ES&H Department is responsible for:

- A. Classifying work related injury and illness cases as to recordability, and investigating OSHA recordable accidents, determining their causes and recommending corrective actions.
- B. Reporting work related injury and illness cases to PPPL management, the DOE-Princeton Site Office (PSO), and the online DOE Computerized Accident/Incident Reporting System (CAIRS). Reporting includes monthly and quarterly reporting. Reporting will follow the requirements of DOE Manual 231.1-1A, "Environment, Safety and Health Reporting Manual", September 9, 2004.

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

10.5 CLASSIFICATION AND INVESTIGATION OF ACCIDENTS

All accidents reported via Form OM-6 will be classified by the Head, ES&H Department (or designee) as to its OSHA recordability using 29 CFR 1904, Recording and Reporting Occupational Injuries and Illnesses.

Any accident which meets the criteria of DOE O 225.1B (“Accident Investigations”) for requiring DOE appointment of an Accident Investigation Board (AIB) will be referred to DOE-PSO. The Laboratory will support the AIB as required by DOE O 225.1B.

Any other accident classified as OSHA recordable will be investigated by the ES&H Department. 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 ES&H Department to the injured employee and the employee’s supervisor, the Occupational Medicine Office, Office of Human Resources, 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.