

INJURY INVESTIGATION FLOW CHART

1. On-site supervisor is to complete Supervisors Injury Investigation Report, sign off on it and date it. The report is to be completed within two hours of injury and faxed to the Director of Insurance, Mark Mitcham or the Safety Director, Bob Thibodeau in Mark's absence.
2. Mark and/or Bob will determine if the injury warrants a more detailed investigation by a member of the Safety Department.
3. The purpose of the on-site supervisor and/or safety representative completing the investigation is to determine the root cause of the injury.
4. Once the root cause is determined we will identify the recommended corrective actions, person responsible for implementation and the date action is to be completed. If the corrective action is related to the customers operation and we do not have direct control over the hazard we will present information to the customer regarding the hazard and ask for their assistance in solving the problem and reducing or eliminating the hazard. If the customer is unable to assist in developing a corrective action plan the Injury Investigation Report will be presented to Tom Fleming or Terry Dimascio for final disposition.
5. Upon completion of all corrective actions the Injury Investigation Report will be signed off by a regional maintenance manager or a regional coordinator and returned to the Insurance Director or Safety Director for the final signature.