

 <p style="text-align: center;"><b>STATE OF ALASKA</b> <b>DEPARTMENT OF TRANSPORTATION</b> <b>AND PUBLIC FACILITIES</b></p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>02.01.013</b>	PAGE 1 of 3
	EFFECTIVE DATE November 1, 2009	
SUBJECT <b>Accident/Incident Review Committee</b>	SUPERSEDES <b>02.01.013</b>	DATED December 18, 2007
CHAPTER <b>Administration</b>	SECTION <b>General Administration</b>	APPROVED BY <b>Signature on File</b>

## PURPOSE

This formalizes the policy and procedure (P&P) of the department on accident/incident review committees, for accidents/incidents, which result in equipment, or property damages as well as time away from work.

## POLICY

The department recognizes the role of accident/incident review procedures in fostering a safe and healthy working environment for all of its employees.

Accident/incident review procedures will be maintained for all employees.

## PROCEDURE

For most department employees, the structure and operation of accident/incident review procedures are described in chapter 2.9 of the department's safety manual. The safety manual is incorporated into the department's policies and procedures in P&P 02.01.012. The manual is maintained by the statewide program coordinator and is located on the statewide Maintenance and Operations employee intranet website.

For vessel employees of the Alaska Marine Highway System (AMHS), the structure and operation of accident/incident review procedures are described in sections 1.0 and 4.0 respectively of the occupational health and safety manual, part of the AMHS safety management system. AMHS's safety officer maintains this manual. Copies can be viewed on all vessels and in the AMHS central administrative office. The investigation of major vessel accidents/incidents is addressed in P&P 04.04.010 and 04.04.011.

For employees of the Fairbanks International Airport (FIA), the structure and operation of accident/incident review procedures are described in chapter 2.9 of the department's safety manual. Employees of Airport Police and Fire (APF) refer to APF Policy Number 900.404.15, Officer Accidents, to address personal injury and property accidents involving APF staff.

For employees of the Ted Stevens Anchorage International Airport, the structure and operation of accident/incident review procedures are described in Airport Manager Memorandum for all sections.

### **Accident/Incident Review Committee**

To determine the cause(s) of an accident/incident that may help to minimize future accidents/incidents, the department will convene an accident/incident review committee and undertake the following actions:

1. Convene when an equipment or property accident/incident meets one of the three following criteria:
  - a. \$5,000 of real property or equipment damage
  - b. Any repeat accident/incident within 12 months
  - c. Loss of time injury
2. Review appropriate information such as accident report, workers' compensation report, statements, police reports, drawings, onboard computer print outs, photos, etc.
3. Make a determination whether the accident/incident was "preventable" or "non-preventable" using acceptable industry standards.
4. Report committee findings to supervisors and managers of the employee involved. The supervisor or manager will then provide a written notice of the findings to the employee.
5. The accident/incident review committee will convene at the request of a supervisor or manager when such review is deemed warranted regardless of meeting the criteria of #1. above.

The accident/incident review committee should be comprised of (3) department safety officers or representatives and follow the accident/incident review process guidelines established in the National Safety Council (NSC) matrix.

It will be the sole purpose of the accident/incident review committee to determine if the equipment or property accident/incident was preventable based on information provided for the review.

The procedure will not be used if the accident/incident resulted in a fatality. Law enforcement personnel will handle these events.

Supervisors are responsible for determining whether an employee's actions may warrant discipline. Supervisors and managers will follow the procedures set out in the Employee Discipline P&P 08.02.025, if applicable.

All employees are reminded of the investigation and reporting requirements established by the Division of Risk Management and listed in chapter 2.9 section 6.1 of the safety

manual for various kinds of accidents. The forms and reporting procedures are available on the Division of Risk Management website and from department safety officers.

When the above criteria are not met for convening the accident/incident review committee, supervisors and managers are responsible for ensuring that all accidents/incidents or near miss documentation is forwarded to the regional safety officer for the purpose of identifying potential trends. Supervisors and managers will be responsible for working with the regional safety officer to ensure trends are abated or mitigated.

A collective bargaining agreement may address safety committees and/or accident/incident review procedures. Nothing in this P&P is intended to conflict with any provision of a collective bargaining agreement. If there is a conflict between this P&P and a collective bargaining agreement, the relevant provisions of the collective bargaining agreement supersede.

## **AUTHORITY**

AS 44.17.030

## **IMPLEMENTATION RESPONSIBILITY**

All department employees

## **DISTRIBUTION**

All department employees via the DOT&PF website