

**U.S. CONCRETE, INC.
SAFETY POLICY and PROCEDURE MANUAL**

FUNCTION	Safety
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TOPIC	Accident/Incident Investigation
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- OBJECTIVE(S):** To identify unsafe behaviors, equipment defects, and other accident/incident causal factors in order to develop preventative measures and action plans to prevent reoccurrence.
- GENERAL POLICY:** (Same as Objective)
- APPLICATION:** U.S. Concrete, Inc.
- RESPONSIBILITY:** President/General Manager

(1) STATEMENT OF POLICY

The purpose of conducting an investigation is to ensure the accurate documentation of all accidents and incidents. Proper documentation will allow the company to ensure regulatory compliance and accident prevention.

An accident/incident investigation is **NOT** intended to find fault, place blame, or determine liability but rather to determine the contributing and direct causes of an event and to define the appropriate corrective action.

This information will be used by the facilities to determine the direct and indirect causes of an event and develop corrective actions to prevent reoccurrence. Furthermore, this information will be utilized by U.S. Concrete, Inc. to compile statistics for future trending related to accident prevention.

It is the responsibility of the facility management (i.e. manager, supervisor, leadman or any other management personnel who witness an event) to immediately conduct a full investigation of each accident/incident involving the facility, its equipment and/or personnel.

(2) **U.S. CONCRETE INVESTIGATION TIME-FRAME**

In the event of fatality or the hospitalization of three or more individuals, OSHA will promptly decide whether to conduct an accident investigation and will promptly inform the facility of this decision. If OSHA decides to investigate an accident, it will initiate the investigation within twenty-four (24) hours of notification.

NOTE: State OSHA requirements vary with regard to when investigations are conducted. Check with your local OSHA office to identify their requirements.

Regardless of whether OSHA conducts an investigation, the facility will conduct its own investigation of all accidents, injuries/illnesses, first-aid cases, near-miss incidents, and vehicular/property-damage incidents that occur at the facility.

- All investigations will be conducted as soon as is practical.
- No investigation shall be delayed more than 24 hours.
- Investigating persons should include:
 - Supervisor,
 - Designated Safety manager,
 - Involved employees,
 - Involved third parties, and
 - Witnesses.

(3) **CONDUCTING AN INVESTIGATION**

When conducting an investigation of an accident or incident, the following six key questions must be answered.

- 1.) **Who?**
- 2.) **What?**
- 3.) **When?**
- 4.) **Where?**
- 5.) **Why?**
- 6.) **How?**

It is imperative to complete the designated reporting paperwork accurately and in detail.

Note: See the following Appendices for completing the appropriate documentation paperwork.

Appendix A - Injury/Illness Report Form

Appendix B - Property Damage Report Form

A. Investigation Scenario

The following is a sample scenario for conducting an incident investigation. This is all of the information known at the onset of the investigation.

The incident involves the loss of control of a forklift, and the broken hand of an employee who was struck by the forklift while standing at a workbench.

Step 1) The employee immediately reports the incident to his supervisor.

Step 2) Secure the accident scene.

Step 3) The supervisor notifies the designated safety manager about the incident, and requests assistance in initiating an investigation.

Note: The designated safety manager does not have to be involved for the investigation to proceed.

Step 4) The supervisor, the designated safety manager, and the involved employee proceed to the area of the incident to begin the investigation.

Step 5) The investigation team will assemble at the scene of the incident, all personnel involved in or witness to the incident.

Step 6) The investigation team will utilize the U.S. Concrete Injury/Illness Report Form (Appendix A) and the Property Damage Report Form (Appendix B) to begin collecting the names of the involved personnel and witnesses.

Step 7) Utilizing the investigation form, the investigation team will complete a physical inspection of the area. Drawings of the area in which the incident occurred should be completed as part of the physical investigation of the area. (Photographs may be utilized in supplementing the drawings or diagrams).

A written description of the area should also be included with the diagram. This written description should include information related to lighting conditions, noise, traffic (vehicle and employee) conditions, weather conditions (if they could be a factor) and any scale measurements that may be relevant to the investigation.

Step 8) If the investigation no longer requires that the area be secured, normal work operations may resume.

Note: All participants and witnesses should remain in the area to be interviewed. These employees should not return to work until authorized to do so by the investigating team.

Step 9) Each participant or witness should now be interviewed. Each of these individuals should be interviewed separately and remote from the other individuals. This interview process should be conducted in the area in which the incident occurred.

Note: During the interview process, all questions which are asked and all statements obtained shall be documented. This documentation shall be completed on the appropriate Injury/Illness Report Form and the Property Damage Report Form as the interview proceeds.

Open-ended questions should be asked of the individuals in order to obtain complete answers to the circumstances regarding the incident. Key answers should be repeated back to the individual to ensure the accuracy of the statement.

Additional questions of this sort to all of the individuals may lead to a clearer picture of how the incident occurred. Remember, the purpose of the investigation is not to affix blame for the incident, but to obtain sufficient information so that remedial action can be taken to prevent a recurrence. This is of the utmost importance and must be conveyed to the individuals involved in the investigation.

The questioning process should continue until the investigating team is able to arrive at a reasonable conclusion as to the contributing and direct causes of the incident.

Step 10) Once the contributing or direct cause of the incident has been identified, they should be entered on the appropriate report form.

Step 11) Determine the appropriate control actions which are necessary to abate the cause. These actions need to be entered under the Control Actions section. In addition, the individual responsible for implementing these control actions should also be placed on the form; as well as, the date in which it is to be completed.

Step 12) At the completion of the investigation, the OSHA 300 Log shall be completed for the employee who was injured.

Approved by:	Original at US Concrete Houston
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Effective Date:	1/1/03
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Signature:	Original at US Concrete Houston
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