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Accident Reporting and Investigation Plan

Purpose

This Accident Reporting and Investigation Plan prescribes methods and practices for reporting and investigating accidents on premises controlled by Hurt & Proffitt, Inc. No matter how conscientious the safety effort at an organization, accidents happen occasionally. Therefore, this written plan is intended to provide a means to deal with all workplace accidents in a standardized way so that they are less likely to be repeated. This plan also formalizes our organization's compliance with injury and illness reporting requirements.

Any accidents on public roads shall be investigated by local or state law enforcement.

Administrative Duties

The Safety Manager is responsible for developing and maintaining this written Accident Reporting and Investigation Plan. The Safety Manager is qualified, by appropriate training and experience, to oversee the plan and conduct the required investigations.

This written Accident Reporting and Investigation Plan is kept from <http://my.handp.com> or externally from apps.handp.com

Pre-planning

Pre-planning for accident reporting and investigation is especially important because the quantity and quality of relevant information begins to diminish immediately following the accident.

Organizing an Accident Investigation Team (Team)

We have organized an Accident Investigation Team so that members may become familiar with the accident investigation procedures, before an accident occurs. The Team is made up of the following members:


- Zeke Ratcliffe – Safety Manager
- Chris Nixon – Environmental Director
- Donnie Scrivener – Survey Project Manager
- Trent Warner – Vice President of Engineering
- Glenn Cooke – Geotechnical Engineer

Other employees, not listed above, such as maintenance personnel or supervisors from the area where an accident occurred, may be selected to be part of specific accident investigations.

Assembling an Accident Investigation Kit

To collect accident data, those investigating the accident will need some basic equipment to help them perform their duties. In order for this equipment to be readily available for an accident, we have assembled the equipment into a kit that contains the following:

- Accident Investigation Form
- Tape Measure

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- Warning/Barricade Tape
- Gloves
- Sample bags

Training

All members of the Accident Investigation Team will take an on-line accident investigation course.

Reporting Accidents

Our accident reporting procedures ensure that the Accident Investigation Team receives and promptly responds to each accident report and initiates the accident investigation procedures. All employee accident reports are taken seriously by Hurt & Proffitt, Inc.

Employees have the right to report work-related injuries and illnesses. The Safety Committee and the Accident Investigation Team have examined our accident reporting procedures and other safety programs to ensure they do not deter or discourage an employee from accurately reporting a workplace injury or illness.

Moreover, Hurt & Proffitt, Inc.; will not discharge or in any manner discriminate against any employee for reporting a work-related injury or illness. Employers, including our organization, are prohibited from discharging or in any manner discriminating against employees for reporting work-related injuries or illnesses. However, this does not prohibit our organization from disciplining employees who violate legitimate safety rules or reasonable reporting procedures.

All accidents shall be reported to your supervisor and the Safety Manager immediately.

All accidents occurring on a client's property will be report to them within 24 hours.


Any fatality must be reported to OSHA within 8 hours and any amputation, loss of an eye, or hospitalization of worker must be reported to OSHA within 24 hours.

Investigating Accidents

Thorough accident investigations will help our organization determine why accidents occur, where they happen, and what corrective actions may be recommended. Such identification is critical to preventing and controlling hazards and potential accidents.

Controlling the Accident Scene

Controlling the accident scene is important, not only for the success of any accident investigation, but for the safety of those working at the scene. If the accident scene is disturbed, such as by moving equipment or cleaning up spills, it will be more difficult to gather facts about exactly what happened. In addition, if bystanders are allowed to enter the accident area, they may interfere with the work of response personnel or disturb evidence needed for the investigation.

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Understandably, accident scenes are often disorganized; people may be hurt and equipment might be damaged. In addition, people involved in the accident or who witnessed the accident will most likely be upset, and they may even be in shock.

Securing the Accident Scene

To help control the scene of an accident, the Accident Investigation Team will survey the area to ensure that the (Team) and victim(s) are in no further danger from fire, fallen electrical wires, chemicals, falling debris, sharp objects, rolling equipment, slippery surfaces, etc.

Preserving Evidence

An accident scene can be quite unorganized and chaotic, so preserving evidence for future use in the investigation is one of the most challenging aspects of any accident investigation. Preservation techniques will vary depending on the type of accident and its location; however, preserving evidence can be as simple as locking doors to a work facility or as complex as barricading a large outdoor area.

Our Accident Investigation Team's quick arrival at the accident scene is essential to prevent evidence from being moved, swept or mopped up, or even thrown away. The goal is to be the first people at the scene except for emergency response personnel. One member of the Team will be selected to be in charge of protecting the accident scene. Area supervisors must help by controlling crowds and preserving the accident site until the Accident Investigation Team arrives.

Collecting Evidence and Data

Before the cause of an accident can be determined, our Accident Investigation Team will collect the physical evidence and data.

Identifying the Evidence and Contributing Factors


Evidence is anything that is real, has substance, and helps to establish the facts of an accident investigation. Physical evidence can be seen, touched, or smelled. It can be large or small, and it can be in solid, semisolid, or in liquid form.

Collecting Evidence

Once the Team has identified the evidence at the accident scene, the next step is to collect it. The Team must not be rushed, and the accident scene may not be swept up, picked up, or hosed down until the basic elements of evidence are collected. This effort is not to be done in interference with any law enforcement actions.

Photographing the Accident Scene

Although the initial responsibility of the Accident Investigation Team is to handle emergency matters and to protect the scene, one of the additional responsibilities is to take photographs. Photographs document the facts surrounding the accident and provide the Team with accurate information about the accident.

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The Accident Investigation Team must instruct the employees at the accident scene not to move equipment or other items involved in the accident until photographs have been taken of the scene.

Sketching the Accident Scene

Sketches are drawings made at the accident scene that provide detailed information about the accident. Sketching the accident scene is important because a sketch often provides information that a photograph will not. The Accident Investigation Team will sketch the scene. This effort is not to be done in interference with any law enforcement actions.

Taking Notes

Accident investigation notes are a record of the facts surrounding an accident that contain information about what people have witnessed. Taking notes is important because they can be used to develop the final accident investigation report. Our Accident Investigation Team will take notes that focus on the “who, what, when, where, how, and why” facts of the accident.

Interviewing Observers

Victims and observers will be interviewed by our Accident Investigation Team. The Team will simply get the facts and not assign blame, criticize, or point out how inconvenient, expensive, or legally damaging the situation may be. This effort is not to be done in interference with any law enforcement actions.

Post-Accident Drug and Alcohol Testing

Employees may be tested for alcohol or the illegal use of drugs following a workplace accident (or following the report of such an accident) resulting or potentially resulting in damage to property or injury or illness to themselves or another employee. A post-accident test that in any manner discriminates against any employee for reporting an injury or illness is prohibited.


Moreover, under the Americans with Disabilities Act, an alcohol test generally may be conducted only if we have a reasonable belief based on objective evidence that a particular employee:

- Has been drinking on the job or is under the influence of alcohol, or
- May otherwise be unable to perform the essential functions of the job.

If we choose to use drug or alcohol testing to investigate an accident, we test (as allowed by law) all employees whose conduct could have contributed to the accident, not just employees who reported injuries or illnesses. The drug or alcohol test results will be used to evaluate the root cause of workplace accidents.

It should be noted that Hurt & Proffitt, Inc. is allowed to conduct drug or alcohol testing as mandated by a state workers' compensation law or other state or federal law or regulation, including, but not limited to, drug or alcohol testing pursuant to the Department of Transportation.

Reviewing the Evidence and Data

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The Accident Investigation Team will examine the evidence and data, searching for and documenting the facts surrounding the accident. If after reviewing the evidence and data, the Team is unsure about some of the facts, it may collect further evidence or data or perform further interviews with witnesses and victims.

Developing a Sequence of Events

Through the evidence and data gathered, the Accident Investigation Team will determine and develop a numbered list of the events that occurred before, during, and after the accident.

Determining Causes

Identifying all the causes of an accident is one of the central ideas behind accident investigation.

Determining Possible Causes

After the facts and the sequence of events surrounding the accident are known, the Accident Investigation Team will identify all possible causes of the accident.

At this point in the investigation, the more causes that are found the better. It may be the case that many causes led to the accident.

Examining Each Potential Cause

Once all of the possible causes have been identified, the Accident Investigation Team will not focus on one particular suspected cause, they will examine each one carefully.

Determining the Root Causes

After looking at the overall effect that the accident had on people, property, and processes at our workplace; and examining all potential causes of the accident; and determining the reasons behind the employee actions that led up to the accident; the Accident Investigation Team then must determine and document a root cause(s) of the accident.


Developing Corrective Actions

Once the root cause(s) of the accident has been determined, corrective and preventive actions, if any, must be recommended that will eliminate, or at least reduce, the chances of a similar accident occurring at our workplace.

Identify Corrective Actions

There may be zero, one, or more ways to reduce or eliminate each root cause. With the help of other supervisors, managers, and employees, the Accident Investigation Team will discuss possible ways to reduce or eliminate the root cause(s) from the workplace.

Selecting Corrective Actions

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The Accident Investigation Team will then determine the feasibility and effectiveness of each possible corrective action, before selecting zero, one, or more corrective actions to recommend to upper management.

It should be noted that, when selecting corrective actions, Hurt & Proffitt, Inc. will not discharge or in any way discriminate against any employee for reporting a work-related injury or illness. However, this does not prohibit our organization from disciplining employees who violate legitimate safety rules or reasonable reporting procedures.

Reporting Findings

Because upper management is ultimately responsible for the health and safety of the workforce, the findings of the accident investigation must be reported to them. To effectively communicate the findings of the investigation, the Accident Investigation Team will provide the Hurt and Proffitt Management Team a full report of their investigation and any recommended corrective actions.

Implementing Corrective Actions

The Safety Committee, the Safety Manager, and the Department Manager will work together to implement corrective actions.

All corrective actions are to be shared with all employees, either by in-person training or by email.

Evaluating the Plan

The Safety Committee evaluates the Accident Reporting and Investigation Plan to determine whether the plan is being followed and if further training may be needed. Updates are made as necessary.