

# Section 5A: Safety Management Systems

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**Policy # 2:** Incident Reporting and Investigation

**Effective Date:** April 8, 2016

**Last Revision Date:** Original

## I. Purpose

The Incident Reporting and Investigation policy outlines requirements and standard practices in relation to recording and reporting of health and safety related incidents that occur at the Town of Mooresville, as well as any associated injuries and illnesses. It outlines statutory obligations in regard to reporting of notifiable work-related injuries, illnesses, or hazardous occurrences. Additionally, it is intended to support the Town's Manager, department directors, supervisors, and the Risk Management Department by providing comprehensive procedures for incident notification, adequate investigations, and required reporting. It is imperative that all incidents, near-misses, and hazards are reported and properly documented to ensure:

- Adequate investigations are consistently performed and appropriate corrective actions are taken to prevent recurrence of the incident;
- Data is consistently collected in order to provide trend analysis, enabling the Town to concentrate on preventative measures and efficiently allocate its resources to better safeguard employees;
- A formal record has been completed and retained as may be required by North Carolina statute or Occupational Safety & Health Administration (OSHA) regulations, or should it be required at a later date, for evidence or reference; and
- All legal requirements in relation to the reporting of workplace injuries and Workers' Compensation have been met.

## II. Scope

This policy shall apply to all persons holding a paid position as an employee of the Town, as well as temporary employees routinely supervised by Town. Exceptions to this policy may include members of any volunteer board or committee, or any others that may be hired or appointed by the Town Board. For this purpose, and subject to the exceptions set out herein, Town employees shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

## III. Definitions

**Corrective Actions:** These are the actions taken after an incident to either prevent or reduce the risk of the same or similar incident from reoccurring. Generally, these actions are taken after the *Root Cause* (*see below*) of the incident has been identified and by implementing one or more *Hazard Control Methods* (*see below*).

**Documentary Evidence:** includes paper and electronic information, such as records, logs, reports, photographs, policies, procedures, and other documentation relevant to the injury or incident.

**Emergency Responders:** Those responsible for immediately responding to the scene of an accident or emergency to provide assistance and secure the scene of the emergency. These generally include Fire/Rescue personnel, Law Enforcement Officers, and Emergency Medical Technicians (EMTs) or paramedics.