

University of Alaska Anchorage	Section EHS/RM
ADMINISTRATIVE SERVICES MANUAL	Program No.

EHS/RM Programs

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Supervisor/ Project Manager

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INCIDENT

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and procedures and provide an opportunity to correct before an actual event occurs.

Incident Investigation

Root Cause Incident Trigger Criteria

Following an incident at UAA it may be necessary to conduct an incident investigation, to determine and correct the cause of the incident and prevent reoccurrence. If an incident meets any of the RCI trigger criteria in Table 1, a root cause investigation should be performed. Depending on the severity or the potential for the incident to reoccur or be more severe it may be decided to perform an investigation on incidents not meeting these triggers.

Table 1 Root Cause Incident Investigation Trigger Criteria

Event Type	Trigger Criteria
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Retraining shall be provided for each personnel as necessary if incidents are not reported, reported improperly or there is a change in the incident reporting procedures so that personnel maintains the understanding and knowledge acquired through compliance with this section.

12. Program Evaluation

The Incident Reporting and Investigation Program shall be evaluated on an annual basis utilizing the protocols set forth by EHS/RM. The evaluation team will consist of a department safety coordinator and a designee from EHS/RM. EHS/RM will define the scope of the evaluation. The final report will be developed by the EHS/RM utilizing the information received during the evaluation. The deficiencies determined in the report will be documented and corrective action plans will be developed.

13. References

OSHA regulations that apply to incident reporting and investigation are included below.

- 29 CFR 1904

14. Revision History

Revision Number	Date Revised	Description of Change	Revised By	Approved By
1				
2				
3				