

Accident Investigation

Directions: If an SAIF 801 injury occurs in the organization the following steps will happen:

1. The SCESD Designee that is assigned to Workers Comp will send an email to the SCESD designated Safety Officer and cc the chair of the safety committee and the manager in the department in which the investigation will occur. The email will indicate:
 - a. The person, location and type of injury that occurred
 - b. Remind the person they have 48 hours to complete the investigation
2. The SCESD safety officer designee will complete the investigation within the required 48 hour timeline and submit to the SCESD Workers Comp designee.
3. The Workers Comp designee will review the report and make any necessary connections with staff, management and safety team regarding its findings.