PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

PP/OP 02.12: Accident Review Board

DATE: June 12, 2008

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to establish an Accident Review Board (ARB) for investigation of vehicle accidents and personal injuries resulting from accident or occupational illness and to prevent recurrence.

REVIEW

This PP/OP will be reviewed in September of every four years by the physical plant human resources manager with recommendations forwarded to the physical plant managing director.

POLICY AND PROCEDURE

1. General Policy

   a. The Accident Review Board (ARB) consists of the managing director, the safety coordinator and all of the director’s staff. The ARB will be established to review selected vehicle and injury reports from all areas of the Physical Plant.

   b. Personal injury and vehicle accidents will be referred to the ARB if one or more of the following criteria are met:

      (1) alleged accident,

      (2) second or more accidents within a 12-month period involving the same employee,

      (3) accident resulting from employee/supervisor negligence or improper behavior,

      (4) accident resulting in five or more lost-work days,

      (5) third or more accident in a 12-month period for the same work center/building (custodial), or
(6) other circumstances that may warrant consideration by the ARB i.e.; improper and/or lack equipment or operating procedures.

2. Definitions

   a. **Supervisor**: an employee's immediate supervisor, supervisor, foreman, or general supervisor.

   b. **Superintendent/General Supervisor**: person responsible for supervising or directing a group of foremen/supervisors.

   c. **Director/Unit Manager**: a managing director, associate managing director, director, associate director, or unit manager.

3. Assignments

   a. The ARB chairperson will be the physical plant human resources manager.

   b. The safety coordinator will:
      
      (1) assemble accident history(ies),
      
      (2) prepare an agenda, and
      
      (3) serve as recorder and prepare formal minutes.

4. Procedure

   a. The ARB will convene on a monthly basis when there are accidents to review. The minimum attendance requirement at the formal hearing will include the following:
      
      (1) injured employee,
      
      (2) supervisor,
      
      (3) superintendent/general supervisor, and
      
      (4) director/unit manager.

   b. ARB members will study the Accident Review History Data (Attachment A) of

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the employee involved. The injured employee will provide an explanation of the accident. In addition, the supervisor and superintendent/general supervisor will report on corrective actions taken to prevent recurrence.

c. ARB members will complete the Physical Plant Accident Review Analysis (Attachment B) and direct appropriate actions to eliminate similar accidents. These actions may include the reinvestigation of an accident, purchase of safety equipment, repair/renovation of facilities, or initiation of disciplinary action(s).

RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Position</th>
<th>Section</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources Manager</td>
<td>Review</td>
<td>Sept</td>
</tr>
<tr>
<td>Physical Plant</td>
<td></td>
<td>(Every Four Years)</td>
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</tbody>
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Approved: __________________________
Reviewer

Approved: __________________________
Managing Director – Physical Plant