

14.24 Accident Investigations

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that whenever an accident occurs within the scope of the agency's business operations, an Incident Report shall be submitted to the Director of Facilities within 24 working hours.

Procedure:

The Director of Facilities will review the report and may directly or through a designated member of the Safety Committee, conduct a further investigation of the accident to include:

- Interview of persons involved in the accident.
- Interview of persons who witnessed the accident.
- Inspection of the accident site.

Following a review of the investigation data, the Safety Committee will make recommendations to correct any situation which may have caused or contributed to the accident. A copy of any recommendations will be forwarded to the appropriate director or manager and the CEO/President.