



DEPARTMENT OF CONSERVATION AND ENERGY (C&E) PROCEDURES FOR INCIDENT / ACCIDENT INVESTIGATION

Incidents/accidents may occur in spite of emphasis on safety and regular inspections. If an incident/accident does occur, it shall be thoroughly investigated to determine the cause and any contributing factors to prevent reoccurrence. This is achieved through the thorough completion of the appropriate investigative reporting form as explained below:

1. DA2000 Form: For incidents/accidents (non-vehicular) involving C&E employee(s);
2. DA3000 Form: For incidents/accidents (non-vehicular) involving visitors/clients;
3. DA2041 Form: For vehicular accidents.

The form must include information on the individual injured, a description of the incident/accident (bodily injury vs. property damage), a statement of what caused or might have caused the incident/accident, and any corrective action that has been taken or that should be taken to prevent recurrence. All information fields shall be completed.

Safety Role	Responsibility
Individual involved in incident/accident	<ol style="list-style-type: none"> a. Seek immediate medical attention, if necessary. b. Report the incident/accident on the same day of occurrence: <ol style="list-style-type: none"> 1. If C&E employee, report to your supervisor; 2. If visitor/client, report to C&E representative with whom business was being conducted. c. For C&E employees, submit to drug screening, if so required. d. Complete and sign the appropriate incident/accident investigative reporting form.
Supervisor or C&E Representative	<ol style="list-style-type: none"> a. If employee, consult with Appointing Authority and HR Director to determine he/she will be required to complete a drug screen. If so, make arrangements to transport the employee to/from medical facility for drug screening. b. Provide injured individual with appropriate incident/accident investigative reporting form. c. If possible, take photographs of the incident/accident scene from multiple vantage points (i.e., north, south, east and west). d. Obtain statements from any witnesses to the accident/incident. e. Submit the incident/accident investigative reporting form within 24 hours of occurrence, with any available witness statements and photographs attached, as follows: <ul style="list-style-type: none"> • DA2000 or DA3000: to Human Resources Manager/Director; or, • DA2041: to Safety Coordinator/Assistant Coordinator.
Human Resources Manager/Director	<ol style="list-style-type: none"> a. If DA2000, complete and sign page 2, Root Cause Analysis, documenting the reason for and corrective action taken following the incident/accident. b. Report claim online at http://www.laorm.com. c. Once reported online, notify individual of his/her claim number, and provide any guidance as to applicable time entries (i.e., LD code, FMLA, etc.). d. If a drug screen was completed, notify supervisor and Appointing Authority of results once reported. (While waiting for results, employee is permitted to resume working, if medically able). e. Notify ORM/Sedgwick immediately in the event of a fatality or near fatality. f. Maintain all documentation related to incident/accident investigations and claims reporting for review at the next audit or compliance review.



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<p>Safety Coordinator/ Assistant Coordinator</p>	<ul style="list-style-type: none"> a. Forward DA2041 report (with any attachments thereto) to Sedgwick by email to 6410stateofLouisiana@sedgwickcms.com. b. Work with employee/supervisor to obtain repair estimates and remit to Sedgwick for approval. c. Facilitate issuance of the deductible payment associated with repair costs. d. Maintain all documentation related to vehicular accident and claims reporting for review at the next audit or compliance review.
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In conjunction with reporting and investigating all incidents/accidents, the Office of Risk Management (ORM) mandates the development and implementation of the following policies:

Policy	Regulation	C&E Policy
Transitional Return to Work Program	La R.S. 39:1547	HR Policy No. 5, Return to Work Following Compensable Injury/Illness