## **SEMS Incident Investigation**

1. **Purpose**

The purpose of this policy is to ensure all incidents with serious safety or environmental consequences are investigated.

1. **Procedure**

* All incidents with serious safety or environmental consequences shall be investigated following the Company’s Incident Investigation written procedures.
* Incidents that are determined by facility management to have possessed the potential for serious safety or environmental consequences shall also be investigated.
* The incident investigation must be conducted by designted personnel knowledgeable in the process involved and investigation techniques.

1. **Investigation**

* Incident investigations shall be initiated as promptly as possible, considering the necessity of securing the incident scene and protecting people and the environment.
* The investigation must be expedited, and findings and recommendations resolved in a timely manner.
* At a minimum, the investigation of an incident must address the following:

1. The nature of the incident.
2. The factors (human or other) that contributed to the initiation of the incident and its escalation/control.
3. Recommended changes identified as a result of the investigation.
4. **Follow Up**

* Upon completion of the investigation, a corrective action plan shall be implemented in a timely manner based on the findings and root causes.
* All corrective actions must correspond with the root causes of the incident.
* The response to each finding must be determined and documented to ensure that agreed-upon actions are completed.
* The corrective action plan will include the identified action, name of person responsible for completing the action, target completion date, status of action, actual completion date and comments on resolution of the action. The action plan will be closed out when all actions have been completed.
* The findings of the investigation shall be retained for possible use in the next hazard analysis update, company audits, or for a minimum of 2 years, whichever is greater.
* Conclusions of investigations will be communicated to similar facilities and/or appropriate personnel within the organization through safety meetings and alerts, training, changes in company policies and procedures as appropriate.