1.0 Policy

An Accident Review Board (ARB) is one of the most effective approaches to reducing employee injuries and worker's compensation cost. An Accident Review Board can greatly enhance the accident/injury investigation process. One main objective is to decrease accident/injuries frequency and severity potential through the development and implementation of corrective actions so as to prevent the recurrence of injury within our workplace. Other objectives are;

- ✓ Increase the overall safety awareness of management and employees.
- ✓ Strengthen communication among all levels of management and employees.
- ✓ Encourage a safe and healthy work environment.

2.0 Purpose

A successful Accident Review Board is simple to administer, yet does demand complete and total preparation on the part of everyone involved. The success of this program is dependent upon this and there can be absolutely no compromise. Benefits include;

- ✓ Proactive vs. reactive approach
- ✓ Management is involved
- ✓ Improved supervisory participation in the accident investigation process. (This is especially true when individual supervisors continue to be called before the Accident Review Board for injuries to their employees).
- ✓ Employees involved
- ✓ Reduces accidents/injuries, lower worker's compensation costs.
- ✓ Holds supervisors and employees accountable.
- ✓ Educates all parties as to the cause of accidents.
- ✓ Provides analysis of accidents, determining avenues such as needed improvement in training, policies and procedures, personal protective equipment, and new employee safety orientation.
- ✓ Finds out problem with equipment;
  - ❖ Old, poorly maintain, need repairs
  - ❖ Better way to do the job, different equipment necessary
- ✓ Reinforces to all employees that ACCO feels that accidents can be prevented.
- ✓ Helps maintain a high interest in safety.

3.0 Criteria

3.1 Criteria 1# of the program will be as follows to convene the Accident Review Board;

- ✓ Any recordable injury to an ACCO or Sunbelt Employee.
- ✓ At fault auto accident which causes more than $2, 500.00 in damage.
- ✓ At fault auto accident which causes any bodily injuries.
- ✓ Property damage in excess of $5,000.00

The Accident Review Board will be comprised of the following individual's;

- ✓ Injured employee and/or employees involved in the incident
- ✓ Injured employee foremen
- ✓ Safety coordinator of the project (If there is one)
- ✓ Field safety manager
- ✓ Safety director
- ✓ Superintendents of that trade
- ✓ Construction manager (Courtesy Invite)
- ✓ Sales manager (Courtesy Invite)

3.2 Criteria 2# of the program will be as follows to convene the Accident Review Board;

- ✓ Any employee having two first aid reports within a one year period.
- ✓ Any foremen having two first aid reports from their employees within a one year period.
- ✓ Property damage less than $5,000.00 however more than $1,000.00

The Accident Review Board will be comprised of the following individual's;

- ✓ Injured employee and/or employees involved in the incident
- ✓ Injured employee foremen
- ✓ Safety director
- ✓ Safety coordinator of the project (If there is one)
- ✓ Field safety manager
- ✓ Superintendents of that trade
- ✓ Sales manager (Courtesy Invite)

The Accident Review Board whom shall be copied of the findings and recommendations;

- ✓ Superintendents of that trade
- ✓ Construction manager
- ✓ Sales manager

The Accident Review Board meeting will take place within two week of the accident or injury. The Accident Review Board meeting will be coordinated by the safety department. The Accident Review Board will have the final decision on action or actions to be taken. The final decision will be made within one week of the Accident Review Board initial meeting. Once the decision is made the safety department will issue the decision to all involved parties. Time required to attend and participate in the ARB will be charges to the employee's specific department number.