

<b>DIVISION OF MINERAL MINING PROCEDURE MANUAL</b>		<b>PROCEDURE NO.</b> 5.6.00	
		<b>ISSUE DATE</b> 9/12/2002	
<b>SUBJECT</b>	Accident Reports and Posting	<b>Section</b>	Training & Certification
		<b>Last Revised</b>	

**OBJECTIVE AND INTENT:**

To establish procedures for receiving accident reports from mining companies and mine contractors, and entering this information into the computerized Mineral Mining System for record keeping purposes.

**PROCEDURES:**

**Medical Treatment/Lost Time Accidents**

- Mine companies are required to submit accident reports to DMM as soon as possible after an accident occurs and an accident report is compiled.
- The Office Service Specialist shall enter accident data into the DMM Accident Subsystem. The system shall automatically assign a sequential number to each report.
- Once the data is entered into the system, the original report shall be forwarded to the Safety Engineer for review and filing. After 2 years the reports may be discarded.
- The Safety Engineer may publish and/or distribute periodic reports relating to accident data and/or simply make industry and the DMM staff aware of the electronic availability of such information and how it can be accessed.

**Serious/Fatal Accidents**

- When serious injuries or fatal accidents are reported (initially called in) to DMM. The staff member receiving the initial report shall contact the assigned area Mine Inspector, and an investigation of the accident shall be initiated.
- Notice of the accident with any known preliminary information, shall be distributed by e-mail to the Division Director, DMM staff, and the Public Relations Coordinator by the person receiving the initial accident notice. Timely follow-up reports/emails by the mine inspector or mine inspector supervisor with any additional information on the status of the case is also expected after the initial accident investigation has been conducted.
- When it is determined that a case represents a “serious accident”, a complete investigation shall be conducted by the Mine Inspector, and an Investigation Report (DMM-104) shall be prepared and submitted to an assigned Investigation Committee for review, to evaluate the consistency of accident information/details and appropriateness/applicability of notice of violations (NOVs) that were issued. (The report should include a one-paragraph abstract followed by an introduction, the investigative findings, recommendations, enforcement actions, and a distribution list.) The Investigation Committee shall consist of the investigating Mine Inspector, the appropriate Mine Inspector Supervisor, and one Mine Inspector from the other district.

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- After the Investigation Committee's review and their recommendations are addressed, the report shall be submitted to the Executive Secretary for appropriate distribution to those listed to receive a copy. (Distribution shall include a copy to the Safety Engineer's Office, so that the accident data may be enter into the DMM Accident System). The original copy shall be provided to the Program Support Technician (Permitting) for filing in the mine permit file.
- When an accident results in a fatality, the Mine Inspector shall complete an investigation and prepare an Accident Investigation Report following the same procedured outlined above (for Serious Injuries).
- Internally, Fatal Accident Investigation Reports shall be reviewed by the Mineral Mining Engineer and the Safety Engineer and proofread for content, consistency, and completeness. Recommended corrections, changes, or additional information shall be forwarded to the investigator (author of the report), who shall review and incorporate appropriate/applicable changes to the report. The final draft of the report shall be forwarded to the Division Director for review, and upon his approval, the Executive Secretary shall distribute copies to the listed recipients. (The Safety Engineer shall be included in the distribution, so that the data may be entered in the Mineral Mining System). The original copy shall be provided to the Program Support Technician (Permitting) for filing in the mine permit file.