

## Molecular Foundry EH&S Policy & Procedure Document

### Preserving Incident Scenes – Preliminary Incident Investigations

#### Policy

An undisturbed incident scene is a key factor in guiding investigations and causal analyses. To ensure Lawrence Berkeley National Lab (LBNL) causal analysis teams are provided with valid information the Molecular Foundry Division (MFD) will assist in preserving incident scenes, and perform preliminary investigations to gather initial data after an incident has occurred. Incidents may include, but are not limited to, workplace injuries, illness due to workplace exposure, property damage, fire and near misses.

#### Procedure

1. **Emergency Situations — Immediate Steps to Take (all MFD staff)**
  - a. Follow instructions in the Protective Services *Emergency Guide* (wall chart)
    - i. Ensure you are safe
    - ii. Alert emergency responders
    - iii. Assist others, **if safe to do so**
    - iv. Shut down equipment/utilities, **if safe to do so**
      1. Turn off power
      2. Shut valves to stop flowing gas or liquid
2. **Preservation of Incident Scenes (all MFD staff)**
  - a. Do not alter the incident scene
  - b. Leave the incident scene
    - i. Instruct others to do the same
      1. Post a “Do Not Enter” sign or barricade, **if safe to do so**
  - c. Inform the MFD EH&S Manager and Engineer (see door sign for phone numbers)
    - i. If uninjured, you and others may be asked to wait in a nearby, safe, location to provide necessary information about the incident.
3. **Preliminary Incident Investigation (for MFD EH&S)**
  - a. After notification to the MFD EH&S Manager and Engineer, an investigator or investigation team will respond.
  - b. Preliminary incident investigation consists of data collection for further analysis and should include:
    - i. Notes from interviews at the scene
      1. Summarizing the incident

2. Who was involved
  3. Who was notified
  4. Injuries
  5. Property damage
  6. First aid administered
  7. Emergency response actions
  8. Medical treatment sought
  9. Where injured personnel were taken
  10. If anything at the scene had been moved
- ii. Photos at the scene
    1. Damaged equipment or fixtures
    2. Chemical spills, and splattering
    3. Burn marks or smoke damage
    4. Damaged PPE or clothing
    5. Equipment or furnishings knocked over
    6. Fire extinguishers or other equipment used
    7. Chemical containers in the area

#### **4. Training**

- a. MFD Employees and affiliates will be periodically briefed by EH&S Engineer on expectations when responding to incidents in their work place.
- b. EH&S Engineer will receive initial and periodic training on incident response, scene preservation, and initial fact-finding.

#### **5. Involving EHS and Office of Contract Assurance (OCA) for Further Action**

- a. MFD Leadership, in consultation with the EH&S Manager, will determine if further investigation by EHS, or causal analysis led by OCA is necessary.
- b. MFD Leadership will release the incident scene when all necessary information is collected, and the area has been made safe for work to resume.