

3745-104-32

Program three prevention program: incident investigation.

- (A) The owner or operator shall investigate each incident that resulted in, or could reasonably have resulted in a catastrophic release of a regulated substance.
- (B) An incident investigation shall be initiated as promptly as possible, but not later than forty-eight hours following the incident.
- (C) An incident investigation team shall be established and consist of at least one person knowledgeable of the process involved, including a contract employee if the incident involved work of the contractor, and other persons with appropriate knowledge and experience of the process involved to thoroughly investigate and analyze the incident.
- (D) A report shall be prepared at the conclusion of the investigation. ~~The report shall~~ and include at a minimum:
- (1) Date of incident; ;
 - (2) Date investigation began; ;
 - (3) A description of the incident; ;
 - (4) The factors that contributed to the incident; ~~and;~~ ;
 - (5) Any recommendations resulting from the investigation.
- (E) The owner or operator shall establish a system to promptly address and resolve the incident report findings and recommendations. ~~Resolutions~~ with resolutions and corrective actions shall be documented.
- (F) The incident investigation report shall be retained for five years and reviewed with all affected personnel whose job tasks are relevant to the incident findings, including contract employees where applicable.
- ~~(G) Incident investigation reports shall be retained for five years.~~

Effective:

Five Year Review (FYR) Dates: 4/9/2021

Certification

Date

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