OPERATIONS DEPARTMENT

Title: **INCIDENT REPORTING PROCEDURE**

1.0 SCOPE

1.1 This procedure describes the processes for identification, resolution, documentation and communication of incidents that occur within the Western Pacific Railroad Museum.

1.2 A copy of each incident report shall be furnished to and maintained by the Operating Department for all Operating Incident(s)

2.0 DEFINITIONS

2.1 Description of Incident, Cause(s): The chain of events or conditions responsible for an identified problem, including the immediate, causes leading up to the problem.

2.2 Investigation and Reporting: The Investigation and Report of the event or condition that, if corrected, would have prevented the problem. Such actions focus on the contributory cause(s) of an identified problem and its implications.

2.3 Corrective Action (s): Direct action taken to mitigate the problem impact.

2.4 Action Plans/Strategy: Corrective action taken to prevent or reduce the probability of a similar problem occurring in the future. The action(s) taken to correct an identified problem and other related problems that may exist. Such actions focus on the immediate cause(s) of an identified problem

2.5 Incident Report : The documentation by which problems that occur are identified, resolved, and the identified issues are communicated.

2.6 Potential Incident (Deficiency): As used in this procedure, an activity (action or inaction), problem, or event that impacts or could potentially impact the performance of operations or personnel safety

2.7 Type of Incident : An action or inaction of a person that causes:
Any unexpected result during operating, switching, or work procedures.

Operating: An incident that occurs as a result of orders, verbal or written, issued or performed by any Operating Department personnel..

Switching: An incident that occurs as a result of orders, verbal or written issued or performed by any Operating Department personnel during switching operations.

Work Procedure: An incident that occurs as a result of work performed during a maintenance procedure by any Operating Department personnel.

3.0 RESPONSIBILITIES

3.1 The Superintend of Operations is responsible for the overall implementation of the requirements of this procedure.

3.2 The Trainmaster (or his designated representative) are responsible for:

3.2.1 Conducting the initial review of identified problems that may represent a general issue or concern beyond the scope of the original incident (trouble) and arrange for a review of the problem with the Operating Department Supervisor(s) in order for prompt swift notification to all concerned.

3.2.2 Ensuring the effectiveness and the timeliness and appropriateness of corrective actions.

3.2.3 Issuance of numerically sequenced incident report numbers, and to have copies available, during the safety meetings.

3.2.4 Review all Incident Reports received from the Operating Department or other department(s). This is to ensure timely identification and dissemination of information that may have significant impact to any operation of the Western Pacific Rail Road Museum.

3.3 The Operating Department Supervisor(s) of the day is responsible for:

3.3.1 Notifying the appropriate President, Superintend of Operations, Trainmaster, or other Western Pacific Railroad Museum person in charge within 24 hours of the incident or in cases of injury, Immediately.

3.3.2 Conducting an investigation and completing an incident report.

3.3.3 Coordinating the timely closure within the assigned responsibilities.

3.3.4 Forwarding a copy of the incident report to the Operating Department, Safety Chairman and any other appropriate Western Pacific Railroad Museum Official(s).

3.4 The Operating Department Committee is responsible for:

3.4.1 Providing expertise in assessing or resolving incident issues when requested.

3.4.2 Assisting management in the determination of proper reporting of incident occurrences, related problems, and ensuring that the   reporting requirements are met.

3.4.3 Determine and implement the required corrective action(s).

4.0 INSTRUCTIONS

4.1 General Provisions

4.1.1 When to write an Incident Report:

(a) The minimum criteria for the initiation of an Incident Report are as follows:

1. Any unusual or recurrent event, or any deviation from a procedure that results in an undesirable operation.

2. Any violation of the General Code of Operating Rules, or the Code of Safe Work Practices.

3. Any significant problem that impacts or could potentially impact life safety.

4. All operating, switching, and work procedure incidents.

4.1.2 To create an Incident Report the following minimum entries are required:

4.1.2.1 Description of the Incident (Problem).

(a) Enter a description of the incident being reported and a comprehensive statement of occurrences resulting from the trouble.

(b) Give time, equipment numbers and resulting curtailments in operations. (Do not write a time log)

(c) Use locations and job classifications involved.

(d) Reasons for action taken to remedy the conditions.

4.1.2.2 Investigation:

(a) Attempt to preserve any evidence that may assist in determining the cause for trouble(s) and problem(s). Determine the cause(s) of the event.

(b) You should be able to answer the following questions:

∗   Why did this incident occur now and not before?

(c) The severity of the significant problem will govern the extent of an effort required to conduct a cause analysis. The analysis should examine the relationship between human involvement, equipment failures, and management practices that influenced the outcome of the problem.

(d) The direct relationship of the abnormal condition to the Operating Department.

(e) Length of time the abnormal condition existed.

(f) Any Injuries.

(g) Damaged equipment.

4.1.2.3 Museum Impact:

(a) Any impacts that the incident may have on the further operations of the Western Pacific Railroad Museum.

4.1.2.4 Corrective Actions:

(a) Direct actions taken by all to mitigate the trouble or problem.

4.1.2.5   Action Plans/Strategy:

(a) Appropriate corrective actions should be established in order to prevent recurrence of similar trouble. Include procedure changes, training, equipment modification or design changes made, and changes in administrative practices.

4.1.2.6 Lessons learned:

(a) Lessons learned, recommendations for future operation to prevent recurrence, training needs, procedure changes as related to the incident.

4.1.2.7 Review by the Superintendent of Operation and Trainmaster.

4.1.3 Process the Incident Report within 60 days after the incident occurs.

4.1.4 Distribute the report to all FRRS and Western Pacific Railroad Museum staff members and supervisors.