# Notable Event Worksheet

(See ES&H Manual Chapter 5200 Appendix T1 Event Investigation and Causal Analysis for Instructions)

Click For Word Doc

| Title of Event | | | |
|---|---|---|---|
| Event Title: | Splinter in Finger, Test Lab | | |
| Date and Time of Occurrence: | January 4, 2012, at ~ 9:30 am | Notable Event Number: | ACC- 12-0104 |
| Event Location: | Test Lab, Northwest interior corner of High Bay | Date Notable Event Report is Due*: | February 1, 2012 |

*The Notable Event Report is due to the ESH&Q Reporting Officer with 30 days of the Initial Fact Finding Meeting unless an extension is requested.

**Categorization and Reporting**
(To be completed by ESH&Q Reporting Officer within two hours – unless essential information is still pending)

| ORPS Determination: | Date: | 01/04/2012 | Time: | 4:16 pm |
|---|---|---|---|---|

This incident does not meet the Occurrence Reporting Criteria as defined in Group 2- Personnel Safety and Health.

| 10 CFR 851 Screen: | Date: | 01/04/2012 | Time: | 4:16pm |
|---|---|---|---|---|

This incident does not meet the voluntary reporting criteria either as a discreet event or as a programmatic weakness.

**Unless otherwise specified the following is to be completed by the Lead Investigator.**

**Step 1 Initial Fact-Finding Meeting**

| Date: | 1/5/12 | Time: | 1:30pm | Location: | Test Lab, rm. 204 |
|---|---|---|---|---|---|

| Required Attendees: | Optional Attendees: | √ if Present |
|---|---|---|
| Lead Investigator: | Associate Director: | |
| (Print Name): Brian Carpenter | (Print Name): Andrew Hutton (notified) | |
| ESH&Q Representative: | TJSO Representative: | |
| (Print Name): Christina Johnson | (Print Name): Steve Nielson (invited) | |
| Supervisor of involved persons(s): | Subject Matter Expert(s), Facility/Equipment Owner as applicable: | |
| (Print Name): Tony Reilly (acting for Andrew Burrill) | (Print Name): | |
| Involved or impacted person(s): | (Print Name): | |
| (Print Name): | (Print Name): | |
| (Print Name): | (Print Name): | |
| Witness(es): None | (Print Name): | |

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# Notable Event & Lessons Learned Worksheet

| (Print Name): | | (Print Name): | |
|---|---|---|---|

| Agenda<br>*(Ensure the pace of the meeting allows time for accurate note taking.)* | √ if Complete |
|---|---|
| 1. Introduction – Provide Event Title, Date and Time of Occurrence, and Location: | ✓ |
| 2. Attendance - Are Required Attendees present. | ✓ |
| 3. Purpose of Initial Fact-Finding meeting. | ✓ |
| 4. Event Reconstruction – Use information to complete Section 3. Summary of Event and/or Injuries below. | ✓ |
| a. Personnel and organizations involved in the event. | ✓ |
| b. Conditions and actions preceding the event. | ✓ |
| c. Chronology (timeline) of the event; and | ✓ |
| d. Immediate actions taken in response to the event. | ✓ |
| 5. Clarify information – Subject-Matter Expert (SME) confirms work conditions. | |
| 6. Stop Work or the Tag Out Required? If "Yes" – establish the restart criteria and inform the affected Management chain. | |
| 7. Compensatory Actions Required? If "Yes" determine responsibility and include confirmation documentation. | |
| 8. Records or documentation required to confirm, clarify, or complete information (i.e., work plans, work control documents, photos, etc). | |
| 9. Other Questions or Concerns: Ask attendees if there are any other questions, concerns, or information that they wish to provide. | ✓ |
| 10. Obtain TJSO Representative feedback on conduct of critique and potential improvements. | |

| **Step 2 Investigation Team:** | **Date Convened:** (Within 24 hours of Fact Finding Meeting.) | 1/5/12 | |
|---|---|---|---|
| **Members** | **Role** | **Department/Group** | **Phone** |
| Brian Carpenter | Lead Investigator | SRFCVP | 7193 |
| Steve Neilson(invited) | TJSO Observer: | TJSO | 7215 |
| Tony Reilly | Immediate Supervisor | SRFPMA | 7645 |
| Harry Fanning | DSO | ACCMGT | 7619 |
| Tina Menefee | ES&H Representative | ESHDIV | 5490 |
| | | | |
| | | | |

**Step 3 Summary of Event and / or Injuries, including Initial Fact Finding Meeting information**: determine the chain of events and timeline. Use attachment as necessary.

The incident happened at approx. 9:45am on 1/4/12 and involved a Technician in the SRF Institute, JLab Worker 1 (JW1). There were no witnesses to the incident. JW1 was involved with building a wooden crate in the northwest interior corner of the test lab near the roll-up door. JW1 was wearing proper PPE, consisting of safety shoes, safety glasses, and gloves. While working with a piece of wood with gloves on, JW1 removed their gloves to put on their coat because a nearby roll up door was opened making the surrounding working environment cold. While turning around to get JW1's coat, JW1's hand grazed the wood causing a splinter to go into the

**Step 3 Summary of Event and / or Injuries, including Initial Fact Finding Meeting information**: determine the chain of events and timeline. Use attachment as necessary.

middle finger of the JW1's right hand. JW1 initially judged this to be a minor issue and tried unsuccessfully to remove the splinter. Due to discomfort, depth, and size of the splinter, JW1 decided that this was more of an issue and reported it to JW1's supervisor at 10:30 a.m. Both the supervisor and JW1 agreed that JW1 should report to JLAB Medical Services. JW1 was then seen by the medical services staff. Due to the deepness, size, and location of the splinter, the medical services staff was unable to extract the splinter and the JW1 was sent out for further evaluation. JW1 reported to Port Warwick Emergency Department at 11:00am. Medical staff injected a local anesthetic, incised the area, and removed the splinter. Two prescription medications were given (antibiotic and pain suppressant.) JW1 was released at 2:15pm. JW1 then returned to JLAB Medical Services by 2:25 p.m. JW1 was then instructed to return to work, regular duty. Instructions were given to have JW1 keep the dressing clean and dry, and to follow-up with Occupational Medicine the next day in the morning. JW1 was seen by JLAB Medical Services at 10:45 the next morning, 1/5/12. Medical services staff inspected and cleaned the wound. They applied a new bandage and gave JW1 extra bandages so that JW1 could do the same when needed. JW1's instructions were to continue to keep the wound area clean and dry and to contact JLAB Medical Services with any questions or concerns.

## Notable Event Report

| Emergency Notifications Made (Subsequent to the Event): | Date | Time |
|---|---|---|
| Fire, Rescue & Emergency Medical: (9-911) | | |
| Guard Post: x4444; 269-5822 | | |
| Occupational Medicine 269-7539 | 1/4/12 | 10:30am |
| ESH&Q Reporting Officer: 876-1750 | 1/4/12 | 1:30pm |
| Crew Chief 630-7050 | | |
| Industrial Hygiene: 269-7863: | | |
| Other: | | |

**Witness Accounts:** (Use attachments as necessary. Box will expand as necessary)

None present

**Environmental Aspects**

| Type of Material Released: | Quantity: |
|---|---|
| No releases occurred in this event. | |
| **Source:** | **Time Flow was Halted or Controlled:** |
| | |

**For Investigation Team** (√ All That Apply):

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# Notable Event & Lessons Learned Worksheet

**Environmental Aspects**

| | | | |
|---|---|---|---|
| ☐ Reportable Quantity | ☐ Impact Ground/Soil | ☐ Storm Water Channel/Drain | ☐ Sanitary Sewer |

**Records, Documents, Pictures, and Other References:** (Copy and paste, use attachments or document links as necessary)

**Causal Analysis:** (Use attachment as necessary)

| | |
|---|---|
| **Root Cause:** | Employee removed PPE (gloves) in order to put on coat while still in work area. |
| **Contributing Causes:** (List as many as apply.) | Work environment changed due to a rapid drop in temperature. |

| Extent of Condition Check | Responsible Person(s) | JLab CATS Number | Target Date |
|---|---|---|---|
| Not practical due to the nature of this event. | | | |

| Corrective Action(s) | JLab CATS Number | Target Date |
|---|---|---|
| Employee was reminded to be aware of their work space and re-assess the hazards when conditions change. | NE-2012-01-01-01 | Feb, 29, 2012 |
| | | |
| | | |
| | | |
| | | |

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# Notable Event & Lessons Learned Worksheet

| **Lessons Learned** (Confer with Division/Department Lessons Learned Coordinator) (Use attachment as necessary) | JLab COE Number |
|---|---|
| Be aware that when environmental conditions change during the course of performing work, there is a corresponding need to reassess the PPE requirements. | N/A |
| | |
| | |
| | |
| | |

**Lead Investigator Confirmation**: As Lead Investigator, I confirm to the best of my knowledge, that the information presented in this document is accurate and complete.

| | Print | Signature | Date: |
|---|---|---|---|
| **Lead Investigator** | BRIAN CARPENTER | Brian Carpenter | 2/3/12 |

Upon confirmation submit document to the ES&H Reporting Officer for completion and distribution.

| **Documentation of Findings:** (To be Completed by ESH&Q Reporting Officer) | | |
|---|---|---|
| | Notable Event Number: | ACC- 12-0104 |
| | CATS Number: | NE-2012-01-01-01 |
| | JLab COE Number: | N/A |
| | ORPS Number: | N/A |
| | NTS Number: | N/A |
| | CAIRS Entry: | 12-0104 |
| | DOE Cause Code: | A3 Human Performance LTA/ B1 Skill Based Error/ C06 Wrong action selected based on similarity with other actions;<br>A1 Design/Engineering Problem, B5 Operability of Design/ Environment is LTA/ C03 Natural Environment LTA |
| | ISM Code: | Analyze the Hazards |

**Acceptance/Acknowledgement of Facts**

| | Print | Signature | Date: |
|---|---|---|---|
| **Associate Director/ Department Manger** | R Rimner | R. Rimner | 2/3/12 |

**Distribution**:

ES&H Reporting Officer (Original)
Associate Director/Department Manager

Division Safety Officer
Investigation Team Members

## Revision Summary

**Revision 1.2 – 10/20/11 –** Updated ESH&Q Reporting Officer assignment from John Kelly to Steve Smith per Mary Logue.
**Revision 1.1 – 05/24/11 -** Edited to clarify process steps.
**Revision 1 – 11/23/10 –** Updated to reflect current laboratory operations.

| ISSUING AUTHORITY | FORM TECHNICAL POINT-OF-CONTACT | APPROVAL DATE | EXPIRATION DATE | REV. |
|---|---|---|---|---|
| ESH&Q Division | Steve Smith | 10/19/09 | 10/09/12 | 1.2 |

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