

## Memorandum

July 12, 2013

**To:** Jack W. Anderson  
**From:** Martha Michels *mmm*  
**Subject:** Updated FESHM Chapter 3020 – Incident Investigation and Analysis

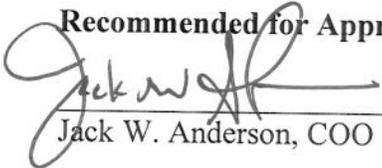
Changes made to this chapter are:

- Added HPI language to Sections 1, 4, 5.4, 5.6, and 6.0.
- Added the Incident Reporting Process Flowchart in Section 5.3.
- Added the requirement for conducting and documenting HPI evaluations for recordable cases as well as for first aid and near misses when applicable.
- Updated the Injury and Illness Prevention Subcommittee review of incident report requirements.
- Updated the Investigation and Analysis Procedure to include the documentation of reports.

This chapter went out for lab-wide review and all comments were addressed. After Directorate approval, please return this approval page to Jody Federwitz at MS119 for posting on the web.

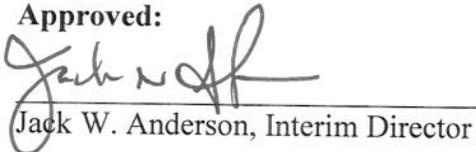
Encl.

**Recommended for Approval:**

  
\_\_\_\_\_  
Jack W. Anderson, COO

7/17/13  
Date

**Approved:**

  
\_\_\_\_\_  
Jack W. Anderson, Interim Director

7/17/13  
Date