

**WAC 296-800-32020 Conduct a preliminary investigation for all serious injuries.** (1) You must make sure your preliminary investigation is conducted to evaluate the facts relating to the cause of the incident by the following people:

- (a) A person designated by the employer.
- (b) The immediate supervisor of the injured employee.
- (c) Witnesses.
- (d) An employee representative, such as a shop steward or other person chosen by the employees to represent them.
- (e) Any other person who has the experience and skills.

(2) If the employee representative is the business agent of the employee bargaining unit and is unavailable to participate without delaying the investigation group, you may proceed, by using one of the following:

- (a) The shop steward.
- (b) An employee representative member of your safety committee.
- (c) A person selected by all employees to represent them.

**Note:** A preliminary investigation includes noting information such as the following:

- Where did the accident or incident occur?
- What time did it occur?
- What people were present?
- What was the employee doing at the time of the accident or incident?
- What happened during the accident or incident?

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, and 49.17.060. WSR 18-22-116, § 296-800-32020, filed 11/6/18, effective 12/7/18. Statutory Authority: RCW 49.17.010, [49.17].040, and [49.17].050. WSR 01-11-038, § 296-800-32020, filed 5/9/01, effective 9/1/01.]