

SERIOUS ACCIDENT AND NEAR SERIOUS ACCIDENT REVIEW

1716

(No.77 February 2016)

PURPOSE

1716.1

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In accordance with Title 8 of the California Code of Regulations, Section 3203(a)(5), procedures exist to review occupational injuries and illnesses. The Serious Accident Review Team (SART) is a department level review process utilized for serious accidents (described in Handbook 1712) and, where warranted, near serious accidents (described in Handbook 1714). Solely intended for injury and illness prevention, all information collected, written or recorded, during the course of a review is collected in confidence.

Team Activation

Upon determining the need for a SART deployment through the Management Safety Assessment (MSA) (described in Handbook 1713), a conference call is coordinated through the Department Safety Program to discuss the specifics warranting the review, and addressing any immediate needs, concerns or circumstances. The method for achieving these objectives is the completion of page two of form IIPP-16, Management Safety Assessment/SART Activation.

Attendees (or their designees):

- Departmental Safety Program Representative
- The applicable Unit Chief or Program Manager
- CAL FIRE Local 2881 or applicable union representative
- Agency Administrator (Unit Chief or above)
- Team Leader (Unit Chief) or Assistant Chief and above with Lead Investigator experience)
- Management Representative from involved allied agency (if applicable)

Team Briefing

After the SART Team Leader is identified and preliminary logistics are set, a team briefing is organized by the assigned Agency Administrator for all team members. SART rosters are filled by trained and qualified individuals according to the SART Procedure Manual. Each review team consists of at least the following core positions:

- Agency Administer (Unit Chief or above)
- Team Leader (Unit Chief) or Assistant Chief and above with Lead Investigator experience)
- Lead Investigator (Peace Officer)
- Safety Program Representative

- Training Program Representative
- Documentation Specialist
- CAL FIRE Local 2881 or applicable union representative

The Team Leader may assign subject matter experts to the team as consultants, as needed.

Documents and Reports

A DRAFT Confidential SART Final Review Report and DRAFT Confidential Working Recommendations are generated from the SART process according to the requirements of the SART Procedure Manual. Requests for archived SART documents are directed to the Department Safety Program.

RESPONSIBILITIES

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Applicable Region or Program Representative

- Organize the Team Briefing.
- Ensure the ordering of SART members.
- Coordinate with the Department Safety Officer to ensure adherence to policy and procedure.

Department Safety Officer

- Administration and organization of the Team Activation call.
- Ensure the coordination of distributed documents.
- Maintain a record of crucial information from all SART deployments.
- Ensure a biannual meeting of the Executive Board of Review, or as needed.
- Provide the Team Leader with an Executive Board of Review date during the activation call.

Team Leader

- Account for the confidentiality throughout the review.
- Ensure the prompt release of any team member who presents a conflict of interest specific to the incident being reviewed.
- Ensure the accurate completion of assigned reports.
- Determine the level of review is appropriate. Revising the level of a SART due to the direction or character of findings is allowable following a second Management Safety Assessment.
- Ensure all major sections of the DRAFT SART Final Review Report are completed prior to the release of SART members.

- Directly submit the DRAFT SART Final Review Report to the Department Safety Officer and the DRAFT Confidential Working Recommendations to CAL FIRE Chief Legal Counsel no later than one month prior to the scheduled Executive Board of Review.

SART Members

- Maintain confidentiality of information gathered relative to a SART assignment.
- Ensure the completion of an unbiased report.

PROCEDURES

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- SART Procedure Manual ([PDF](#))

RELATED INFORMATION

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Forms

- IIPP-16, Management Safety Assessment/SART Activation ([DOC](#))

Templates

- Confidential SART Final Review Report Template ([DOC](#))
- Executive Summary Template ([DOC](#))
- Confidential Working Recommendations Template ([DOC](#))

Related Policy

- Handbook 1712, Serious Accident Notifications ([WEB](#))
- Handbook 1713, Serious Accident Assessment ([WEB](#))
- Handbook 1714, Near Serious Accident ([WEB](#))
- Handbook 1715, Blue Sheets and Green Sheets ([WEB](#))

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