

EXECUTIVE BOARD OF REVIEW

1717

(No.76 July 2015)

PURPOSE

1717.1

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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 Executive Board of Review (BOR) is the final phase of the Serious Accident Review Team (SART) process (described in Handbook 1716).

Based on findings presented by a SART representative, the BOR develops an action plan focused on the prevention of recurrence.

Attendees

The BOR panel (Board) is comprised of five members. The Deputy Director of Fire Protection serves ex officio as chairperson of the Board and the remaining four are listed below. Identified SART members of any scheduled agenda item are not eligible Board members. Any Board members with involvement in a scheduled SART review are not eligible to participate in the Executive Board of Review of said confidential SART report.

Board members (or their designees):

1. Deputy Director of Fire Protection (Chairperson)
2. CAL FIRE management representative (unit chief or higher)
3. Departmental Safety Officer
4. Statewide Training Chief
5. Management representative from an uninvolved allied agency

Appointed or informally assigned administrative personnel attend the BOR to record any deliberations and actions necessary to complete the Action Plan.

At the discretion of the Chairperson, any invitation to attend the BOR strictly as a witness or observer is allowable.

Action Plan

The action plan contains a listing of findings which require action. Each action item has three components.

1. The specific activity prescribed by the Board, such as policy changes, research and development, training development, additional review, commendations, and any other actions deemed appropriate by the Board.
2. The departmental program and name of the person responsible for completing the identified action.
3. A completion deadline or an incremental progress schedule, and a close out mechanism, such as reporting the progress, completion, or failure, of each item to the Departmental Safety Program.

The action plan, along with a memorandum containing the associated findings, are reviewed by legal counsel and then submitted to the director for approval. Once the action plan is accepted, the disposition of the Draft Confidential SART Review Report and its associated documents is determined by the director.

RESPONSIBILITIES

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Chairperson

- Ensure confidentiality process is maintained by each board member and witnesses during BOR proceedings and henceforth.
- Ensure the set up and notifications to the Board.
- Ensure the Board receives an agenda and executive summary documents two weeks prior to the BOR.
- Ensure the provision of administrative support to maintain a record of deliberations and actions.
- Ensure each Draft Confidential SART Review Report is either accepted or returned for further work. The commission of a second review is allowable.
- Designate an individual to develop a memorandum and action plan for the director's approval.

PROCEDURES

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1717.3

- Executive Board of Review Procedures ([PDF](#))

RELATED INFORMATION

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1717.4

Related Policy

- Handbook 1712, Serious Accident Notifications ([WEB](#))
- Handbook 1713, Management Safety Assessment ([WEB](#))
- Handbook 1714, Near Serious Accident ([WEB](#))
- Handbook 1715, Blue Sheets and Green Sheets ([WEB](#))
- Handbook 3856, Serious Injury or Illness Investigation Teams ([WEB](#))

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[\(see Forms and Form Samples\)](#)