

# **Incident Reporting, Investigation and Recordkeeping Policy**

## **1.0 Purpose**

The purpose of this Policy is to ensure uniformity throughout GSI, MPI operations and comply with OSHA recordkeeping and reporting requirements.

## **2.0 Scope**

This policy includes all incidents that take place at GSI, MPI Facilities or jobsites involving GSI, MPI personnel or GSI, MPI Subcontractors.

## **3.0 Definitions**

- First aid – Treatment to an injury that does not require medial care. Examples include using wound coverings, using nonprescription drugs at nonprescription strength, tetanus immunization, etc.
- Lost time incident – Injury that result in days away from work, restricted work or job transfer.
- Medical treatment – Treatment beyond first aid.
- Near miss – An incident where an unsafe act or unsafe condition exists/occurs, however there is no injury or property damage.
- Incident report – The report that must be completed any time an incident occurs.
- OSHA 301 Form – Supplementary injury and illness report that must be completed for each entry to the OSHA 300 Form.
- OSHA 300 Form – Log of work related injuries and illnesses.
- OSHA 300-A Form – Summary of work related injuries and illnesses.
- OSHA recordable case – A work-related injury or illness must be recorded if it results in death, days away from work, restricted work, transfer to another job, medical treatment beyond first aid, loss of consciousness or a significant injury or illness diagnosed by a physician or other licensed health care professional.
- OSHA reportable case – Within eight hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident, the employer must orally report the fatality/multiple hospitalization by telephone or in person to the nearest area OSHA office. The OSHA toll-free central telephone number, 1-800-321-OSHA may also be used for reporting.
- Property damage – Any incident that results in damage to equipment, property, auto or materials.

## **4.0 Reporting Procedures**

A flow diagram has been included in attachment A detailing incident reporting procedures and applicable documentation.

## **5.0 Responsibilities**

### **5.1 Site Supervision**

Site Supervision (Project Managers/Superintendents) shall immediately contact the Director of Safety when an incident occurs and complete required incident reports.

### **5.2 Project Management (General Managers/Project Managers/Group Manager)**

Project Management is responsible for participating in incident investigations and ensuring they occur. Incident investigations must be completed within one week after the occurrence of an incident.

### **5.3 Director of Safety**

The Director of Safety is responsible for compiling incident data, completing OSHA forms and identifying trends. The Director of Safety will make recommendations to the President/CEO based on trends identified.

Attachment A -	Incident Reporting Procedure/Flow Diagram
Attachment B -	Workers Compensation Incident Report Form, Automobile Incident Report Form, Equipment Damage/Property/General Liability Loss Report Form
Attachment C -	Root Cause Analysis/Incident Investigation
Attachment D -	OSHA 301 Form
Attachment E -	OSHA 300 Form
Attachment F -	OSHA 300A Form

**Attachment A**

## **Attachment B**

## **Attachment C**

## **Attachment D**

## **Attachment E**

## **Attachment F**