

10. Accident / Incident Investigation

All injuries shall receive proper treatment immediately. It is the responsibility of each Project Manager or Field Team Leader to conduct an investigation of any accident/incident that occurs under their authority for the express purpose to determine accident/incident causation. This investigation will be conducted within 24 hours of the reported accident/incident.

An accident/incident investigation is not intended to determine responsibility; only to find out, how and why the accident/incident happened and what can be done to avoid a similar accident/incident in the future.

It should be fact finding not fault blaming with an emphasis in prevention.

Accident/Incident Reporting process

1. Employees must report all work related injuries to their Project Manager even if they do not feel that it requires medical attention. Failure to do so may result in the injury worsening, affecting potential Workers Compensation benefits, and/or potential disciplinary action.
2. The Field Team Leader and the employee must determine the extent of the injury to ensure that the proper medical attention is provided. If there is any question of whether a doctor/emergency room visit is needed, the employee should be sent to the designated medical facility immediately.
3. Geocomp/GeoTesting employees will be informed at the time of hire of the designated medical facility. Project health and Safety Plans will include the identification of designated medical facilities.
4. For extremely severe accidents, call 9-1-1 and request the Paramedics, the Field Team Leader or supervisor will then notify the Geocomp/GeoTesting Safety Officer of the nature of the incident.
5. As soon as possible after the accident, an Accident Report form must be completed by the Field Team Leader or supervisor and should be submitted to the Safety Officer within 24 hours. The "Supervisors Report of Injury" is to be completed by the Project Manager immediately after the accident/incident.

Reporting Near Misses

1. A near miss is described as a close call – where there was neither personal injury or property or equipment damage or destruction.
2. All near misses are to be reported in the same manner as an injury.
3. An investigation will be conducted to determine cause. The JHA for that process involved in the near miss will be reviewed by the Field Team Leader and/or supervisor.
4. A report will be generated providing who, what, when, where, why, how the near miss occurred, and what will be done to avoid a recurrence in the future.
5. The report will be completed and sent to the Corporate Safety Officer within 48 hours of the occurrence.