

Incident Reporting Procedures and Practices

This section describes the specific procedures that shall be followed by Company personnel in order to effectively report occupational injuries and illnesses and other incidents or events.

Incidents (Injuries and Illnesses)

Serious injury or illness posing a life-threatening situation shall be reported immediately to the local emergency response medical services (Call 911).

Injuries and illnesses shall be reported by the injured employee to his or her supervisor in person or by phone as soon after any life-threatening situation has been addressed. If the injured employee is unable to report immediately, then the incident should be reported as soon as possible.

Upon notification of an occupational injury or illness, the supervisor should notify Terry Piotraschke, Human Resources Manager, 1860 Old Okeechobee Road, Suite 508, West Palm Beach, FL 33409 (phone: 561-684-2227; fax: 561-684-2559, E-mail www.hr@amerwest.net), who will then prepare the necessary record keeping forms.

Events

Incidents not involving injury or illness, but resulting in property damage, must also be reported to the Human Resources Manager within 48 hours of the incident.

In cases of a fire or explosion that cannot be controlled by one person, vehicular accident resulting in injury or more than \$500 worth of damage, or a chemical release requiring a building evacuation, the involved party must immediately report the incident to the emergency response services in the area (911 – police, fire, etc.)

All near miss incidences are also required to be reported on the Incident Report Form within 48 hours of occurrence. In place of indicating the result of the incident (i.e., actual personal or property damage), the reporting person shall indicate the avoided injury or damage.

Events, hazardous working conditions or situations, and incidents involving contractor personnel must be reported to the Human Resources Manager immediately.

Notes

