



# INCIDENT REPORTING SYSTEM AND INVESTIGATION PROCEDURE

V:2023.1

# Incident Reporting System and Investigation Procedure

January 2023

## **A. Introduction**

IPS★ITCS Incident Reporting System is designed to:

1. Track and analyze employee injuries and illnesses, property, and vehicle damage, as well as serious events or near misses which might have resulted in personal injury, illness, or property and vehicle damage
2. Initiate the worker's compensation process, if necessary
3. Meet regulatory reporting requirements

All incidents (accidents resulting in injury or causing illness to Company employees) and events (near-miss accidents) shall be reported in order to:

1. Establish a written record of factors, which cause injuries and illnesses and occurrences (near-misses), which might have resulted in injury or illness but did not, as well as property and vehicle damage.
2. Maintain a capability to promptly investigate incidents and events in order to initiate and support corrective and/or preventive action.
3. Provide statistical information for use in analyzing all phases of incidents and events involving Company personnel.
4. Provide the means for complying with the reporting requirements for occupational injuries and illnesses outlined in Section 19 of the Occupational Safety and Health Act of 1970.

## **B. Applicability And Scope**

The Incident Reporting System requirements apply to all incidences involving Company personnel arising out of or in the course of employment, which results in (or might have resulted in) personal injury, illness, and/or property and vehicle damage.

## 1. Incidents (Occupational Injuries and Illnesses)

Injuries and illnesses that require reporting include those injuries and illnesses occurring on the job which result in any of the following:

lost work time, restrictions in performing job duties, requirement for first aid or outside medical attention, permanent physical bodily damages, or death. Examples of “reportable injuries and illnesses include, but are not limited to, heat exhaustion from working in hot environments, strained back muscles from moving equipment, acid burns on fingers, etc.

Other incidents requiring reporting include those incidents occurring on the job which result in any of the following: injury or illness, damage to a Company vehicle, fire/explosion, property damage of more than \$100, or chemical releases requiring evacuation of at least that immediate spill area. Examples of reportable incidents include denting the fender of a Company vehicle, spilling 1 liter of sulfuric acid on the floor, and release of pressurized air through a leaking valve into a room.

Examples of “non-reportable” injuries and illnesses include small paper cuts, common colds, and small bruises not resulting in work restrictions or requiring first aid or medical attention. Examples of other non-reportable incidents include, but are not limited to, dropping, and breaking an empty glass sample cylinder, knocking over 10 milliliters of sulfuric acid in a graduated cylinder under a fume hood and knocking a chair or table over.

## 2. Events (Near Misses)

Other incidents which, strictly by chance, do not result in actual or observable injury, illness, death, or property damage are required to be reported. The information obtained from such reporting can be extremely useful in identifying and mitigating problems before they result in actual personal or property damage.

Examples of near miss incidences required to be reported include the falling of a compressed gas cylinder, overexposures to chemical, biological, or physical agents (not resulting in an immediately observable manifestation of illness or injury) and slipping and falling on a wet surface without injury.

## 3. Responsibilities

All Company personnel have a responsibility to report all occupational injuries and illnesses, and other incidents or events under IPS★ITCS Incident Reporting System.

### a. Office of Health and Safety

HSEQT Manager has the overall responsibility for implementing the Incident Reporting System, including review of incident/event reports, recommendation of corrective and/or preventive actions, and maintaining record keeping required by federal regulations.

#### b. Supervision

Supervisors are primarily responsible for ensuring that IPS★ITCS Incident Report and appropriate workers compensation forms are completed and distributed as indicated on the forms in a timely manner.

#### c. Company Personnel

All Company employees must be familiar with the procedures for reporting occupational injuries and illnesses and hazardous conditions or situations in which employees may be potentially exposed. All Company personnel have the responsibility to initiate the incident reporting sequence by informing their supervisors immediately of an actual or potential injury or illness as soon as possible after an incident has occurred.

### **C. 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.

#### 1. 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 the HSEQT Manager, who will then prepare the necessary record keeping forms.

#### 2. Events

Incidents not involving injury or illness, but resulting in property damage, must also be reported to the HSEQT 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 HSEQT Manager immediately.

### 3. Recordkeeping

The HSEQT Manager will maintain the required OSHA 300 Log and Summary of (recordable) Occupational Injuries and Illnesses for each calendar year.

The required portion of the OSHA 300 Log with Summary of Occupational Injuries and Illnesses will be posted annually during the entire month of February throughout Company facilities for the previous calendar year.

Each individual field station must also maintain their own OSHA 300 Log outlined above must be followed. OSHA should be contacted [1-800-321-OSHA] for more specific information regarding this matter.

### 4. Incident Investigations

The HSEQT Manager will review each reported incident and event to:

- a. Determine if further investigation is required and then perform the investigation
  
- b. Make recommendations for corrective and/or preventative actions necessary to reduce or eliminate hazardous conditions and monitor the status of the abatement actions.

### 5. Company Health and Safety Manual

Each new employee shall be given copies of sections of IPS★ITCS Health and Safety Manual (that pertain to employee safety) upon starting employment with IPS★ITCS. These copies of the manual describe health and safety programs at Company and is available to the employee as a reference dealing with health and safety issues known as the IPS★ITCS Employee Handbook. A signed acknowledgement of receipt and review will be placed in the employee file prior to work assignment.

### 6. Training

To ensure that Company personnel are cognizant of IPS★ITCS Incident Reporting System requirements and are aware of their own and other's responsibilities, a series of informational and instructional training opportunities exist.

Personnel new to IPS★ITCS are required to attend New Employee Orientation training which will inform them on Company organizational structure, resources, and procedures. This orientation will ensure that new personnel are aware of the existence of this Manual and of its contents, and who the responsible persons in their organizations are.

#### 7. Review and Audit

The effectiveness of a program can only be accomplished if the program is implemented. Therefore, periodic reviews and audits shall be conducted to confirm that all employees have obtained a copy of this Manual and are familiar with the incident reporting requirements. Furthermore, review and auditing may include an inspection of report submissions and filing systems.

#### 8. Implementation

Implementation of IPS★ITCS Incident Reporting System will be affected through a combination of mechanisms. The general theme of these means is focused on program education, understanding, and awareness which includes:

- a. Distribution of IPS★ITCS Health and Safety Manual
  
- b. Training for supervisors
  
- c. Program review and audit





# Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

# Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.


This employee has not attained the competency level.

\*

\* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: \_\_\_\_\_

Signed By	Employee:		Date:	
	Trainer:		Date:	
	Assessor:		Date:	
	Regional Manager:		Date:	

# Environmental Aspects and Impacts

## Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
<b>Purchasing &amp; Administrative Work</b>	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
<b>Climate Control</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
<b>Cleaning of – offices / vehicles</b>	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
<b>Transport (Fleet vehicles / staff travel)</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
<b>Operations</b>		

Sample only.  
To be filled in

# Risk Assessment



Risk Assessment // insert name here

<p>Step No: Logical sequence</p>	<p><b>Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.</b></p> <p>Each step should be logical and accomplish a major task.</p>	<p><b>Potential Safety &amp; Environmental Hazards/Impacts at the site of the Job</b></p> <p>Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.</p>	<p><b>Risk Rating</b></p> <p>Refer to the risk matrix or HSEQT.PRO.Risk Mgt</p>	<p><b>Recommended Corrective Action or Procedure</b></p> <p><i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i></p> <p>Document who is responsible for implementing the controls to manage each hazard identified.</p>	<p><b>Risk Rating</b> refer to the risk matrix or HSEQT.PRO.Risk Mgt</p>
1.					
2.					
3.					
4.					
5.					

# Audit



<b>Process:</b> insert// <b>Procedure:</b> Insert //		Date:	Audited by:	
		Location of Audit:	Area Mgr/Supervisor:	
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE: / 25		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		