

2.24.23

## INCIDENT AND INJURY MANAGEMENT REPORTING POLICY

**WE WILL BE TRANSPARENT ABOUT WORK-RELATED INJURIES.**

Ultimately, each employee-owner is responsible for the success of our Company. As such it's your job to act in a safe and responsible manner at all times. Despite our best efforts to prevent them, incidents can still happen. When one occurs, it's your job to report it promptly.

In order to control and manage any incident on any project, the following measures will be followed. Each project should have Company and/or subcontractor personnel on-site during all work activities that are trained in First Aid and Cardiovascular Pulmonary Resuscitation (CPR).

### INCIDENT

**NOUN - /INSIDUHNT/**

Any unplanned or undesired event that results in a work-related injury or illness, property damage, or disruption of business.

### NEAR MISS

**NOUN - /,NIR 'MIS/**

Any situation that has the potential under slightly different circumstances, to result in a work-related injury or illness, property damage, serious environmental impact, or disruption of business.

**Reporting of Incidents** shall be made to the employee-owner's supervisor and the Safety Manager. The Safety Manager will utilize the criteria established for them to indicate if it is a Level I, Level II, or Level III incident and what type of investigation is required.

Depending on classification, a post-incident alcohol and drug test may be required

**Incident Classification** is a method established by the Company used to determine the severity and types of actions necessary for reporting information up the chain of command. The Safety Manager along with his or her designee will determine the incident classification level for immediate notifications to begin.

**Claims Management** is determined by Corporate Resources. The Safety Manager will work closely with the Director of Environmental Health and Safety to ensure all claims are handled according to state and federal law along with the insurance provider's agreement.

**Subcontractors** are required to report all serious incidents to the project leadership team. The Safety Manager should be consulted to ensure proper documentation and reporting is completed.

**Training** is provided to all supervisors during orientation to report all incidents immediately to their direct supervisor. Supervisors are provided with training and support to report those incidents in accordance with our incident management plan.

**Light Duty** will always be an option if we can accommodate working within the doctors' restrictions. Immediately after any doctor visits, employee-owners are expected to contact the Safety Manager to update them on the status of all doctor notes along with restrictions.

**Returning to work.** If an incident results in an injury that requires time away from work, the employee-owners should be communicating daily with their supervisor. Upon release, they should contact the Safety Manager and depending on the injury they may be required to complete a fitness for duty exam prior to returning to work.

## VIEW OUR MODIFIED WORK AND EARLY RETURN TO WORK PROGRAM [HERE](#)

**Failure to notify** a supervisor or the Safety Manager can result in loss of workers' compensation benefits or lost wages. It is the responsibility of the employee-owner to communicate at all times the status of work-related restrictions or release to work. In the event you are unable to notify your immediate supervisor, please call the Safety Department to inform them of your status.

### SITE CONTROL FOLLOWING AN INCIDENT

Following an incident, please keep in mind your safety and the safety of your fellow employee-owners is the most important thing:

- 01 Make sure it is safe to approach the incident with electricity, gas, or other hazards. Do not approach if life threatening hazards are present.

- 02 Contact your supervisor or Safety Manager.

- 03 Protect others from entering the hazardous area(s).

- 04 Don't post any information on social media.

**CALL 911 IMMEDIATELY  
IF EMERGENCY SERVICES ARE NEEDED**

### REPORTING AN INCIDENT (SUBCONTRACTOR)

In the event of any injury or property damage incident, the subcontractor, foreman, or supervisor shall notify the project manager.

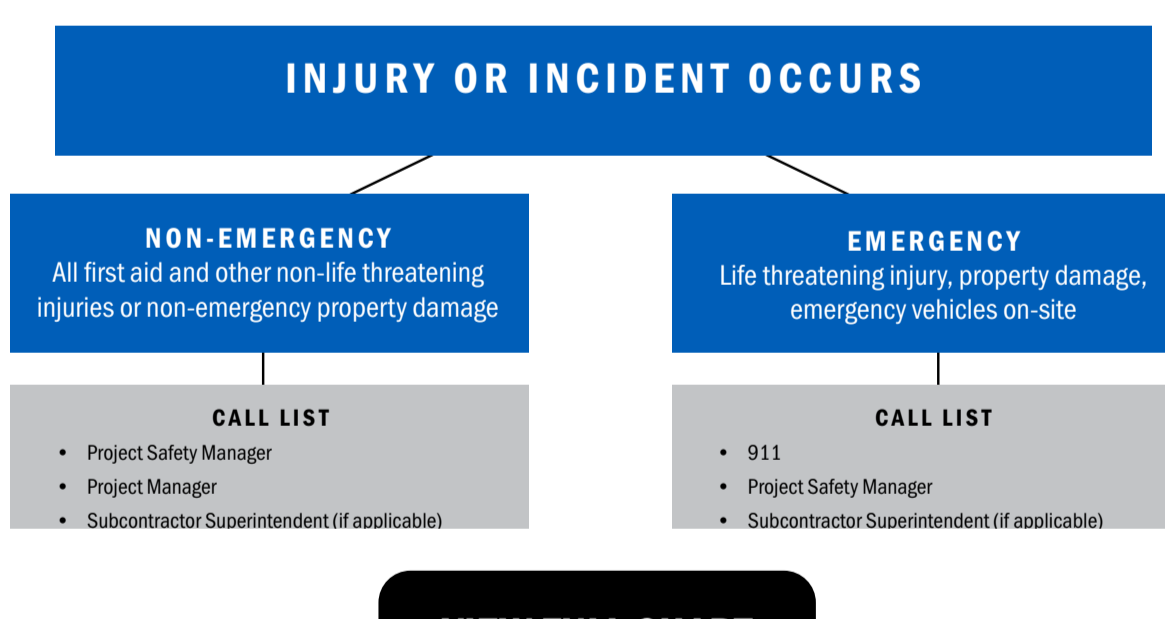
## WHEN SHOULD I TELL SOMEBODY? ASAP, BUT NO LATER THAN 24 HOURS AFTER INCIDENT

The subcontractor supervisor shall submit a copy of their incident report to a Safety Manager by the end of the next business day. Additionally, the subcontractor supervisor shall provide any additional information requested by the project management or the Safety Department.

EXHIBIT 2.B.001

### Evaluation Procedure for Reporting Incidents

The chart below shows the evaluation and investigation steps that need to be taken to report an incident or injury.



[VIEW FULL CHART](#)

EXHIBIT 2.B.002

### Incident Classification Qualifiers

The qualifiers shown below help the Safety Manager determine if the incident is Level I, II, or III, and the incident investigation procedure to be followed.

Level I Incident Qualifiers	Level II Incident Qualifiers	Level III Incident Qualifiers
<ul style="list-style-type: none"> <li>All injuries resulting in: emergency response, broken bone(s) or other significant injury, an unprotected fall.</li> <li>All incidents resulting in injuries to more than one employee.</li> <li>Property, Equipment or Vehicle Damage greater than \$25,000 or any third-party injury</li> <li>Subcontractor incidents resulting in significant injury and / or risk to the project</li> </ul>	<ul style="list-style-type: none"> <li>All incidents that are or have the potential to become Recordable Injuries, including First Aid cases treated off site.</li> <li>Property, Equipment or Vehicle Damage \$5,000-\$25,000</li> <li>At fault utility hits</li> <li>Reportable environmental releases</li> <li>Subcontractor near misses or OSHA reportable incidents.</li> </ul>	<ul style="list-style-type: none"> <li>Near Misses</li> <li>First Aid Injury Cases</li> <li>Property, Equipment or Vehicle Damage &lt;\$5,000</li> <li>3rd Party Property Damage Cases under \$5,000</li> <li>Theft</li> <li>Not At Fault Utility Hits</li> </ul>

EXHIBIT 2.B.003

### Incident Qualifier Matrix

Use the following exhibit to qualify your incident as Level I, II, or III:

LEVEL	INJURY SEVERITY	DAMAGE	AFFECTED PARTIES	RESPONSE PROCEDURE
<b>Level I</b>	<input type="checkbox"/> Emergency Response <input type="checkbox"/> Broken Bone(s) <input type="checkbox"/> Unprotected Fall <input type="checkbox"/> Other Significant Injury <input type="checkbox"/> Incidents resulting in injuries to more than one employee	<input type="checkbox"/> Property, Equipment, or Vehicle Damage more than \$25,000	<input type="checkbox"/> Any Third-Party Injury <input type="checkbox"/> Subcontractor incidents resulting in significant injury and/or risk to the project	 Scan QR Code to view Level I Response Procedure
<b>Level II</b>	<input type="checkbox"/> All incidents that are or have the potential to become Recordable Injuries <input type="checkbox"/> First Aid cases treated off site	<input type="checkbox"/> Property, Equipment, or Vehicle Damage \$5,000 - \$25,000 <input type="checkbox"/> 3rd Party that has potential to have injury or property damage of under \$5,000	<input type="checkbox"/> At-fault Utility Strike <input type="checkbox"/> Reportable Environmental Releases <input type="checkbox"/> Subcontractor near misses or OSHA Reportable Incidents	 Scan QR Code to view Level II Response Procedure
<b>Level III</b>	<input type="checkbox"/> First Aid Injury Cases <input type="checkbox"/> Near Misses	<input type="checkbox"/> Property, Equipment, or Vehicle Damage less than \$5,000 <input type="checkbox"/> Theft	<input type="checkbox"/> Not-at-fault Utility Strikes	 Scan QR Code to view Level III Response Procedure

Care for injuries and stabilizing hazardous conditions takes priority over the investigation. If in doubt call 9-1-1.  
 Have questions about this matrix? We're here to help. Please email safety@emerysapp.com  
 Incident Qualifier Matrix last updated 03.18.2023

[VIEW INCIDENT QUALIFIER MATRIX](#)