

03.16.2023

# **LEVEL I**

## **INCIDENT RESPONSE PROCEDURE**

### **FOR INCIDENTS QUALIFIED AS LEVEL I**

Level I cases have the highest degree of severity and/or potential significant financial loss. All Level I incidents should follow the Level I Incident Response Procedure as shown below.

#### **IMMEDIATE ACTIONS**

- 01** Employee-owner contacts front line supervisor
- 02** Supervisor contacts Safety Team / PM / VP / AVP

#### **ACTIONS WITHIN 24 HOURS**

- 03** Safety Team provides direction to supervisor regarding incident
  - 3A** All Level I incidents involving any ESS employee-owner(s) (EO) will require the EO(s) to be drug and alcohol tested
  - 3B** Safety team member contacts EH&S Dir. and other team members as needed (group text, phone call)
- 04** Supervisor inputs or uploads Employee-Involved Statement, Witness Statement(s), photos, sketches, and videos to the Company Safety Management System
- 05** Supervisor completes the initial Incident Report in the Company Safety Management System

#### **ACTIONS WITHIN 2 WEEKS**

- 06** Investigation to be conducted by the Safety Team in collaboration with the following people as determined by severity:
  - On-site Supervisor
  - Superintendent
  - PM/AVP/VP
- 07** Safety Team will review documentation and develop story board to determine cause
- 08** Safety Team will schedule meeting to review story board, incident facts and to determine appropriate follow-up measures.
  - 8A** Meeting Participants:
    - Vice President
    - Assistant Vice President
    - Safety Manager / Safety Team
    - EH&S Director
    - HR
    - Supervisor(s)
  - 8B** Safety team will provide draft report to team members prior to meeting for review
- 09** Safety / HR team will complete post-incident report that determines root cause and recommended corrective action(s)
  - 9A** Provide report to all meeting participants and EMT
  - 9B** VP/AVP determines actions to be taken and notifies all of path forward

#### **INCIDENT CLOSEOUT**

- 10** Safety Team verifies follow-up measures are implemented and closes case internally

#### **FEEDBACK AND EDUCATION**

- 11** Incident reviewed at Operations Meetings
- 12** Safety Team distributes lessons learned concerning the incident throughout company to be used for safety meetings and training purposes