

03.16.2023

LEVEL II

INCIDENT RESPONSE PROCEDURE

FOR INCIDENTS QUALIFIED AS LEVEL II

Level II cases have moderate degree of severity and/or potential significant financial loss. All Level II incidents should follow the Level II 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 II incidents involving any 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