

03.16.2023

## LEVEL III INCIDENT RESPONSE PROCEDURE FOR INCIDENTS QUALIFIED AS LEVEL III

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

**Please note!** Incidents that occur in Level III are not exempt from disciplinary actions as a result of the incident investigation.

### ACTIONS WITHIN 24 HOURS

- 01 Employee-owner contacts front line supervisor
- 02 Supervisor contacts Safety Team / PM / VP / AVP
- 03 Safety Team provides direction to supervisor regarding incident
  - 3A Safety team member contacts EH&S Dir. and other team members as needed (group text, phone call)
- 04 Supervisor inputs or uploads Near Miss Report(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 may be conducted by the Safety Team as required
- 07 Any recommendations will be reported to PM/AVP/VP

### INCIDENT CLOSEOUT

- 08 Safety Team verifies follow-up measures (if any) 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