

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