

12.26.2024

INJURY REPORTING PROCEDURE CHECKLIST

LEVEL III: MINOR INCIDENT

Employee: _____

Date of Incident: _____

Supervisor: _____

- ____ Receive report from the employee.
- ____ Assess the situation and provide immediate first aid if needed.
- ____ Notify your safety manager immediately.
- ____ Maintain control of the area where the incident occurred.
- ____ Document the scene with photos, witness statements, attach to report in KPA.
- ____ Submit the incident report through KPA.

Safety Department: _____

- ____ Ensure the immediate safety of all personnel and assist in controlling the site.
- ____ Conduct a preliminary investigation.
- ____ Document findings and assist with the incident report.
- ____ Develop and implement hazard control measures.
- ____ Communicate findings pursuant to section 1(a)(i) of the injury management procedure.
- ____ Notify HR Business Partners within **24 hours**.
- ____ Update incident case notes until the incident is closed.

HR Business Partner: _____

- ____ Review the incident report and investigation findings.
- ____ Ensure corrective actions are implemented in accordance with HR policies.
- ____ Communicate with Legal and/or senior management if necessary.

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INJURY REPORTING PROCEDURE CHECKLIST

LEVEL II: MAJOR INCIDENT

Employee: _____

Date of Incident: _____

Supervisor: _____

- ____ Receive report from the employee.
- ____ Assess the situation and provide immediate medical attention if needed.
- ____ Notify your safety manager and your supervisor immediately.
- ____ Maintain control of the area where the incident occurred.
- ____ Secure the scene and preserve evidence.
- ____ Document the scene with photos, witness statements, and attach to report in KPA.
- ____ Submit the incident report through KPA and follow up with the safety manager, after working with Legal.

Safety Department: _____

- ____ Ensure the immediate safety of all personnel and assist in controlling the site.
- ____ Conduct a preliminary investigation.
- ____ Document findings and assist with the incident report.
- ____ Develop and implement hazard control measures.
- ____ Communicate findings pursuant to section 1(a)(i) of the injury management procedure.
- ____ Notify Legal and HR Business Partners within 4 hours.
- ____ Submit a preliminary incident report to the GC if required.
- ____ Update incident case notes until the incident is closed.

HR Business Partner: _____

- ____ Review the incident report and investigation findings.
- ____ Ensure corrective actions are implemented in accordance with HR policies.
- ____ Communicate with Legal and senior management and relevant departments.
- ____ Stay informed during the incident investigation process.

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INJURY REPORTING PROCEDURE CHECKLIST

LEVEL I: CRITICAL INCIDENT

Employee: _____

Date of Incident: _____

Supervisor: _____

- ____ Receive report from the employee.
- ____ Assess the situation and provide immediate medical attention if needed.
- ____ Notify your safety manager and your supervisor immediately.
- ____ Maintain control of the area where the incident occurred.
- ____ Secure the scene and preserve evidence.
- ____ Document the scene with photos, witness statements, and attach to report in KPA.
- ____ Submit the incident report through KPA and follow up with the safety manager, after working with Legal.

Safety Department: _____

- ____ Ensure the immediate safety of all personnel and assist in controlling the site.
- ____ Conduct a preliminary investigation.
- ____ Document findings and assist with the incident report.
- ____ Develop and implement hazard control measures.
- ____ Communicate findings pursuant to section 1(a)(i) of the injury management procedure.
- ____ Notify Legal and HR Business Partners immediately.
- ____ Submit a preliminary incident report to the GC if required.
- ____ Update incident case notes until the incident is closed.

HR Business Partner: _____

- ____ Review the incident report and investigation findings.
- ____ Ensure corrective actions are implemented in accordance with HR policies.
- ____ Communicate with Legal and senior management and relevant departments.
- ____ Stay informed during the incident investigation process.