



# H S E

HEALTH SAFETY ENVIRONMENTAL



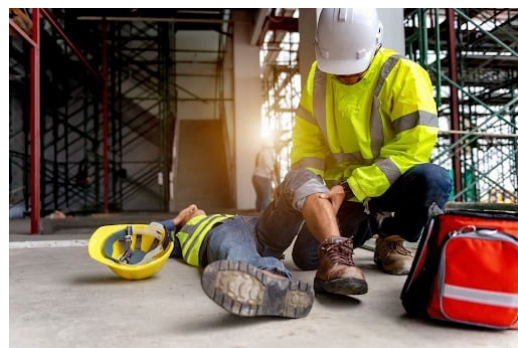
Alert #: SA 07-25

February 18<sup>th</sup>, 2017

## *Providing Incident Information to Clients*

An "incident" refers to any unplanned, undesired event that may have resulted in injury, property damage, or disruption to operations, even if no harm was caused, such as a "near miss".

When an incident occurs, there can be many moving parts such as care for the injured or ill, reporting to regulatory agencies, and providing feedback to the client. GIS's **Corporate HSE Division** is responsible for all aspects of **incident management** and is here to assist you.



Throughout the past year, there have been many valid questions regarding what information should be released to clients and how employees or supervisors should go about acquiring that information. Below are some general guidelines regarding the release of incident information:

- Remember that when an employee becomes injured or ill their personal health information is protected by federal law; therefore, do not share any information regarding the employee's care or treatment you may become privileged to unless approved by GIS's Corporate HSE Division.
- Federal and state regulations require most incidents to be classified by GIS and the client such as a "First-Aid" or "OSHA Recordable". Do not speculate as to the extent of or nature of the injury or illness with the client. This can create false information that may lead to an incorrect classification.
- After an incident has been concluded, which usually occurs after the employee is evaluated and/or receives treatment, GIS's Corporate HSE Division will release an official email and report with the classification. This email will be disseminated to Level 2 and Level 3 leaders. It is the responsibility of those leaders to send this to all parties who may require the information. Should you or a client need additional information during or after an incident occurrence please contact the HSE Hotline:



# SAFETY ALERT