



H S E

HEALTH SAFETY ENVIRONMENTAL



Alert #: SA 08-23

Date: February 15, 2023

Importance of Incident Reporting

To all team members,

Over the past few weeks, our corporate HSE department has observed several occasions where an incident has occurred and that event was not reported for hours to even days after the occurrence. While it can be understood and appreciated that everyone in our organization has a vital role in ensuring the success of our company, there is no greater part than that of the safety and well-being of our most vital resource which is people.

If an incident occurs, no matter how minor it may seem, it is the responsibility of the employee(s) involved to report it to their supervisor and the supervisor to report it to corporate HSE. The leadership of our company understands that certain conditions may warrant a delay in incident reporting such as providing medical treatment to the involved employee or lack of cell service in a remote location. However, every effort **should be made** to report the incident as quickly as possible to our corporate HSE department.

Failing to report an incident can have dire consequences. By failing to report an incident, an employee may risk not receiving the appropriate level of medical care. Furthermore, state and federal regulatory agencies and our customers require that our company report out incidents in a timely manner. Failing to report an incident can result in fines imposed on our company and even the loss of contracts. Lastly, when someone fails to report an incident, the potential hazard that caused the incident may not be properly mitigated leaving the hazard open to injure someone else.

Failing to report an incident is not only unacceptable but can be harmful to those involved and even those not involved. It is with this understanding that we ask all employees to report incidents, no matter how minor they may seem and for supervisors to ensure that the incident is report to our corporate HSE department in a prompt manner.



Following your initial phone call, an incident report **must** be completed and e-mailed to:

incident@gisy.com



SAFETY ALERT