



H S E

HEALTH SAFETY ENVIRONMENTAL



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Updated Incident Reporting Form

Our G.I.S. Health, Safety, and Environmental Department is excited to release our updated incident reporting form to help supervisors and employees report incidents promptly and efficiently.

This form update has a new layout that should allow a better user experience. It includes a drop-down list for the company, department, affected body part, and side of the body. These boxes also allow the user to freely input into the fields, and checkboxes allow for a quick and easy selection process.

This form is entirely fillable online and offers a checklist at the bottom to ensure all necessary steps in the incident reporting process have been taken.

Effective today, this form should be utilized instead of the old incident reporting form without exception.

The form is titled "First Report of Incident" and includes the following sections:

- Person Filing Report:** Fields for Last Name, First Name, Job Title, and Contact Number.
- General Information:** Includes Incident Type (Record Only, Environmental Incident, Illness, Near Miss, Property/Equipment Damage, Injury), Date of Incident, Time of Incident, Location (Onshore, Offshore, Customer Facility, GIS Facility), GIS Company, GIS Department or Division, Does Incident Involve an SSE?, Does Incident Involve a Subcontractor?, Customer Name, and GIS Facility or Customer Location.
- Incident Description:** A large text area for describing the incident.
- Injury or Illness:** Fields for Employee Last Name, Employee First Name, Date of Birth, Last 4 Digits of SSN, Job Title, Employee No. (Ex. DO100001), Employee Contact Number, Emergency Contact No., Address, City, State, Postal Code, Work Schedule (5 & 2, 7 & 7, 14 & 7, Other), Nature of Illness or Injury (Ex. Cold, Discomfort, Cut, Ex. Back, Knee, Finger), Affected Side of Body (Right or Left), and Treatment Required (Onsite (Facility/Medic), Clinic Evaluation Needed, Emergency Care (Medevac, EMS, ER)).
- Checklist:** Includes checkboxes for "Ensure the HSE Hotline been Contacted?", "Ensure all contact numbers correct on this form?", and "If this is a serious injury or fatality (SIF) or is a near miss that could have resulted in a SIF, include all safety paperwork such as JSEAs, pictures, and statements."

Our Corporate Health, Safety, and Environmental team appreciates everyone's hard work and dedication to the incident reporting process. This form can be found by accessing "www.gisy.com" and then selecting the three horizontal bars on the upper right corner of the webpage. After this selection, the user should navigate to the "Employee Portal" at the bottom of the first column of options. The user should select "Safety" in the bottom left corner. After arriving on the Corporate Safety Portal Home Page, the user should scroll to the bottom and select "HSE Forms". Form LLCF-001, the "First Report of Incident," will be the first form available.

Please use this process whenever an incident report must be completed. This ensures that the most up-to-date form is used.



SAFETY ALERT