



# H S E

HEALTH SAFETY ENVIRONMENTAL



Alert #: SA 1-19

Date: 2/6/19

## Incident Reporting

It is Company policy that all accidents, near misses and stop work be reported. ***No matter how minor they are!*** When reported, the information should be as precise and accurate as possible. Any details left out could hamper the investigation process in finding out the causal factors of what occurred. Once the employee is taken care of a phone call shall be made immediately to the hotline followed by an incident report – [incident@gisy.com](mailto:incident@gisy.com).

### Importance of Reporting

Reporting is an important tool in preventing accidents from reoccurring. Once a serious accident, near miss, or stop work is reported, the investigation process begins. The purpose of the investigation is to identify what caused these occurrences. Once the causal factors are identified, a mitigation plan is created and reviewed with the crew and shared with all GIS employees. ***Always report an accident, near miss, or stop work immediately after it occurs!***

### Repercussions

There are no repercussions for reporting accidents, near misses or utilizing Stop Work. As stated earlier, the causal factors leading to the incident helps us develop a mitigation plan to eliminate the hazard(s). We can then takes this plan and share it with crews and customers.

### Remember

There will be no repercussions for reporting any accident, near misses, or utilizing stop work authority. ***Report it IMMEDIATELY!*** The sooner it is reported, the better it is for all.



***Report all incidents immediately to the Hotline  
1-855-543-5163.***

**SAFETY ALERT**