



# H S E

HEALTH SAFETY ENVIRONMENTAL



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## *Incident Reporting*

One of the most important tools we can use is our reporting features that we've designed to make incident and near miss reporting as easy as possible for everyone. Naturally, we wish incidents wouldn't happen at all and we could work without anyone getting hurt or damaging property. Unfortunately, there is a need for these features and we need everyone's help to report every incident... ***No matter how minor they are!*** Every incident should be reported as soon as you possibly can. The information should be as precise and accurate as possible. Any details left out could hamper the investigation process (if needed) in finding out the causal factors of what occurred.

### 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 incident of any kind: accidents, near misses or utilizing Stop Work.

### Incident VS Accident

Some of our employees will remember that years' back, we only had an "Accident Report". Over time, we learned that the only thing that personnel were letting us know about was injuries to employees. This was hardly what we wanted to know about. Therefore, we changed our way of thinking and created our updated "Incident Report" and reporting process. Let's look at the difference of how we define the two:

#### What is an *incident*?

An incident can refer to any event – big or small, good or bad, intentional or unintentional; that doesn't result in serious injury or illness but may result in property damage.

#### What is an *accident*?

An accident is an event caused by error or by chance. Accidents are always unintentional, and they usually result in damage or injury.

What we're trying to accomplish is to gather as much information as we can about every incident that happens. It's very rare that an incident will only happen once. We want to capture the data and share the information with everyone we can to prevent all undesired outcomes.

### What do you report?

The following is a list of things that should be reported. This is not an all-inclusive list!  
Environmental such as spills/leaks, vehicle accidents (all of them), tickets received in a company vehicle, near misses, dropped objects, injuries, property damage of any kind, being required to leave client property for any reason or not being allowed on client property.

If you should have any further questions or concerns, please contact the Corporate HSE Department.

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

SAFETY ALERT