



H S E

HEALTH SAFETY ENVIRONMENTAL



Alert #: SA 29-22

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Reporting Vehicle Incidents

Team, as we continue to grow and expand into new areas of business development, our HS&E team would like to take a moment to highlight the expectations of our company's vehicle policy. As of lately, we have noted several inconsistencies across our business units when it comes to reporting and following the correct procedures when a vehicle incident occurs.

The following is a breakdown of the general guidelines ALL employees who operate company owned vehicles or company rental vehicles are expected to follow regardless of their job roles or responsibilities.

If you are involved in a vehicle incident, regardless of if you are at fault or not; if it occurs on a public roadway or private site such as job site or parking lot; there are several steps you are REQUIRED to take:

1. Ensure that the all parties involved are not injured and do not require medical attention. If any medical attention is required, only provide medical care up to your level of certified training and only if you feel comfortable.
2. Ensure that all parties involved are no longer at risk from secondary injuries such as being struck by passing vehicles.
3. Immediately contact law enforcement. This action MUST be completed regardless of whether you or the other party feels that law enforcement should be contacted to make a report. This is a COMPANY requirement.
4. Immediately contact the HS&E Hotline, regardless of time of day or how minor the incident may be.
5. Take pictures relevant to the incident such as the locations of the vehicles at time of impact and any damages noted.
6. Complete GIS's Vehicle Incident Report Form. This form is attached to this safety alert and can also be found on GIS's Safety Portal. Submit this report along with any pictures to incident@gisy.com as soon as possible.

Other thoughts to remember if you are involved in a vehicle incident:

- Never discuss fault with the other party, remain calm and neutral while awaiting the arrival of law enforcement.
- If the incident occurs on customer property advise the HS&E representative when you contact the HSE Hotline to ensure the proper parties are notified.
- Ensure all forms such as GIS's Vehicle Incident Report Form are completed in its entirety. This form is vital for GIS's insurance carriers and must have the correct information.
- Obtain all relevant information from law enforcement including the investing agency's name, the investigating officer's name and the incident report number.

Please remember that these expectations are part of GIS's Policies and Procedures and any failure to abide by these guidelines may result in disciplinary action.

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



SAFETY ALERT