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|  | GILES CHEMICAL ~ PREMIER MAGNESIA | |  |
| | Company Procedure | | |
| | Title: Reporting Accidents and Injuries | Number: S12-PR-200-002 | |
| | Owner: Deborah Durbin | Revision: 04 | |
| | Effective Date: 03/01/15 | Page: 1 of 2 | |

1.0 Purpose

This procedure provides guidelines for reporting accidents/injuries/illnesses.

2.0 Scope

Employees must report any accident/injury/illness that occurs in the workplace to prevent similar accidents/injuries/illnesses from occurring. The information in these reports is also necessary for filing worker compensation claims and preventing possible complications related to worker compensation claims.

3.0 Responsibility

All Giles Chemical Employees are responsible for this procedure.

4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment



N/A

6.0 Procedure

1. All accidents/injuries/illnesses must be reported immediately to the area Supervisor, Lead, Manager and/or Q&S Associate; failure to do so may result in disciplinary action.
2. All accidents/injuries/illnesses must be reported regardless of whether or not the employee incurred an injury requiring attention.
3. Depending on the severity of the accident/injury/illnesses, First Aid may be provided by another employee that is currently *Adult First Aid / CPR Certified*. Employees that require non-critical medical assistance between the hours of 8:30 am to 6:30 pm should be sent to MedWest Urgent Care (off Exit 30), 55 Buckeye Cove Road, Canton, NC (828) 648-0282.
4. If the injury requires medical attention or if Urgent Care is closed, the employee must be taken to the Emergency Room at MedWest Hospital, 262 Leroy George Drive, Clyde, NC (828) 456-7311. Dial 911 in the case of an emergency.

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- Note: For any work-related incident resulting in injury requiring medical treatment or involving a forklift that causes damage to property or equipment, the injured or involved employee is required to be sent to one of these two approved facilities for post-accident drug/alcohol screening. It is not optional to waive this post incident testing. Contact HR immediately to coordinate.

5. When an accident/injury/illnesses is reported, the *Accident and Injury Report (S12-PR-100-F002)* is to be filled out as soon as practical. The report may be initiated by any employee; however, the Q&S Associate will ultimately be responsible for its completion. The purpose of the report is to establish the root cause of the accident/injury/illness and corrective actions to prevent similar accidents/injuries/illnesses in the future. Near misses will also be included in the process.
6. The *Accident and Injury Report (S12-PR-100-F002)* will be submitted to the Safety Department and a preliminary copy forwarded to Human Resources as soon as possible. If the accident/injury involves a temporary employee, the temp agency will be notified.
7. Upon completion of the investigation, the final report will be filed in the Safety Department and a final copy forwarded to Human Resources.
8. Human Resources will handle Worker's Compensation cases.

7.0 Reference Documents

Accident and Injury Report (S12-PR-100-F002)

8.0 Change History

General update. Added post-accident drug/alcohol screening.

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