

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 09/27/2006
Author : Stacy Howell	Title: Issuing Report Numbers for Safety Incidents	

Safety: Safety precautions are not required

Purpose or Objective: Properly issue report number for safety incidents. This is to ensure that employees' right to confidentiality is upheld when posting safety incidents on bulletin board.

Procedure:

- 1) Report numbers will be issued by the Safety Manager.
- 2) Managers for each department are responsible for obtaining this number when filing a report for safety incident.
- 3) Report numbers will be assigned in numeric order.
- 4) A letter code will be assigned before each report number.
 - Giles Administrative – A
 - Giles Lab-L
 - Giles Main Plant – M
 - Giles Repackaging Facility – R
 - Giles Chemical Indiana – I
 - Giles Chemical NY - N
- 5) The report number will be placed on the Workmen's Compensation form coinciding with the incident. This is to keep personal information isolated to the Workmen's Compensation form and not displayed on the incident investigation report.
- 6) The incident report will be filed in the office of the Safety Manager. The Workman's Compensation form will be kept by the Human Resources Corporate Officer.

Example –

Incident at Giles Repackaging Facility

Letter issued – R

Number assigned-01

Report Number = R-01

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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