

GILES CHEMICAL		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date :05/12/2008
Author: Stacy Lindsey	Title: Safety Incident Investigation Sign-off	

Safety: No Safety Required

Purpose or Objective: The purpose of this procedure is to ensure that Safety Incidents are signed-off by the appropriate personnel.

Procedure:

1. Safety Incident Investigations must be signed off by appropriate personnel.
2. ALL Near Miss and First Aid Cases must be signed-off by Safety Manager and Plant Manager
3. All Medical Treatment Cases and Lost Work Day Cases must be signed off by Safety Manager, Plant Manager, and Director of Manufacturing.
4. All Incidents will be filed in the office of the Safety Manager.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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