

GILES CHEMICAL								
COMPANY PROCEDURE								
Reporting Injuries and Safety Incidents	Page	:	1 of 3	Revision Date	:	00 06/01/2009		

Author: Paul Teleki General Awareness/Safety

Personnel responsible:

All Giles Employees

Safety equipment:

Does not apply to this procedure.

Summary:

This Procedure provides guidelines for reporting Injuries and Safety Incidents. It is also important to note that reporting injuries is in the employee's best interest not only to prevent similar injuries in the future but also in case of future complications related to workman's compensation

Procedure:

- All injuries must be reported immediately to the Lead Operator and in turn to the Safety Manager and Plant Manager. Injury must be reported no matter how small the injury is.
- All Safety Incidents which do not result in an injury but could have been has to be reported also.
- In case of and injury, depending on the severity of the injury, First Aid will be provided by the Trained Emergency Response Team Member.
- If the injury is severe enough to need medical attention the employee must be taken to the Urgent Care Office, located at the hospital (828-452-8354). If the Urgent Care is closed the employee may be seen at the Emergency Room (828-452-8110).
- If all else fails and injury is severe enough call 911.
- At the time of the medical check the employee will receive drug and alcohol screening as part of their treatment.
- As soon as possible, after the incident, an investigation will be performed using the Incident
 Investigation Procedure. If injured employee is not available, a preliminary investigation will
 be conducted and later with the injured employees presence a final investigation will be
 carried out. The purpose of the investigation is to establish the root cause of the injury and
 establish short and long term corrective action so, that future injuries will be prevented.
- In case of a Near Miss Safety Incident, which could lead to an injury, the same investigation process will be carried out as above.
- It is the Safety Manager's and the Plant Manager's responsibility to make sure the investigation is performed promptly and that all corrective action recommendations are completed.



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 $\mathsf{Page} \ : \ 2 \ of \ 3$

Revision : Date : 00 06/01/2009

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TRAINING DOCUMENTATION

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Page : 3 of 3

Revision : 06/01

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Revision Number	Revision Date	Revision Author	Revision Description
00	06/01/2009	PT	New Document Replace Reporting Injuries and Serious Incident Procedures (Injury Reporting Procedure-Employees, Injury Reporting Procedure Management)