

Workplace Safety Incident Response Procedure

Nexus Intelligent Systems, Inc.

Effective Date: January 22, 2024

1. PURPOSE AND SCOPE

1 This Workplace Safety Incident Response Procedure ("Procedure") establishes the comprehensive protocol for managing, reporting, investigating, and mitigating workplace safety incidents at Nexus Intelligent Systems, Inc. (the "Company").

2 This Procedure applies to all employees, contractors, temporary workers, and visitors across all Company facilities, including but not limited to corporate offices, research laboratories, and client engagement sites.

2. DEFINITIONS

1 "Workplace Safety Incident" shall mean any unplanned event that results in, or has the potential to result in:

- a) Personal injury or fatality
- b) Property damage
- c) Environmental harm
- d) Operational disruption

2 "Severity Levels" are categorized as follows:

- Level 1: Catastrophic (immediate threat to life/critical infrastructure)
- Level 2: Serious (significant injury or substantial property damage)
- Level 3: Minor (first aid required, limited impact)
- Level 4: Near Miss (potential incident with no immediate consequences)

3. INCIDENT REPORTING PROTOCOL

1 Immediate Reporting Requirements

- a) All employees must report workplace safety incidents immediately, but no later than 30 minutes after occurrence.
- b) Reporting can be accomplished through:

- Direct communication with immediate supervisor
- Company emergency hotline: (888) 555-SAFE
- Online incident reporting portal
- Mobile incident reporting application

2 Initial Incident Documentation

Reporters must provide:

- Date and time of incident
- Location
- Individuals involved
- Preliminary description of events
- Potential contributing factors
- Immediate actions taken

4. INCIDENT INVESTIGATION PROCEDURE

1 Investigation Initiation

- a) Safety Response Team will be activated within 2 hours of incident report
- b) Team composition based on incident severity:

- Level 1-2: Senior Safety Officer, Department Head, Legal Counsel
- Level 3-4: Safety Coordinator, Department Supervisor

2 Investigation Methodology

Investigations will follow systematic approach:

- Secure incident scene
- Collect physical evidence
- Interview witnesses
- Review documentation
- Analyze root cause
- Develop corrective action plan

5. REPORTING AND DOCUMENTATION

1 Incident Report Requirements

Comprehensive reports must include:

- Detailed narrative of incident
- Photographic/video evidence
- Witness statements
- Root cause analysis
- Recommended preventative measures
- Estimated financial impact

2 Confidentiality and Disclosure

a) All incident reports are considered confidential

b) Disclosure limited to:

- Regulatory requirements
- Internal risk management
- Insurance claims processing

6. CORRECTIVE AND PREVENTATIVE ACTION

1 Action Plan Development

- a) Immediate mitigation strategies
- b) Long-term preventative measures
- c) Training and awareness programs
- d) Process/equipment modifications

2 Implementation Tracking

- Corrective actions assigned with specific timelines
- Progress monitored by Safety Oversight Committee
- Quarterly review of incident trends

7. LEGAL DISCLAIMER

1 This procedure represents Company policy and does not constitute a contractual obligation. The Company reserves the right to modify this procedure at any time.

8. APPROVAL AND EXECUTION

Approved By:

Dr. Elena Rodriguez

Chief Executive Officer

Nexus Intelligent Systems, Inc.

Signature:

Date: January 22, 2024