



Standard Operating Procedure: Safety & Incident Response

Effective Date: January 1, 2020

Approved By: Dustin Mills

1. PURPOSE

To establish consistent safety procedures and incident response protocols across all H&M Surveying operations to prevent injuries, protect equipment, and ensure compliance with OSHA and internal risk management policies.

2. SCOPE

This SOP applies to all employees working in the field or office, across all H&M Surveying locations. It includes protocols for daily safety practices, emergency response, near-miss reporting, and post-incident documentation.

3. RESPONSIBILITIES

Corporate Safety Officer (HQ): Maintains and updates the H&M Safety Handbook, oversees serious incident investigations and OSHA reporting, provides quarterly safety training.

PLS in Charge (Office): Conducts weekly safety briefings, ensures PPE is issued and maintained, reviews incident reports.

Crew Chief: Leads Monday tailgate safety meetings, ensures truck safety kits are stocked, suspends work if unsafe.

All Employees: Responsible for safety, must report all incidents or near-misses, have stop-work authority.

4. DAILY SAFETY PROTOCOLS

Before Field Deployment: Tailgate safety briefing, truck safety kit check.

PPE: Safety vest, hard hat, boots, gloves, eye protection as needed.

Vehicle Checks: Tires, lights, fluids, emergency kit.

Jobsite Setup: Cones, signs, hazard ID.

Weather & Environmental Conditions: Adjust for heat, storms, terrain.

End of Day: Log any concerns or near-misses.



5. INCIDENT RESPONSE STEPS

Minor Incidents:

- Notify Crew Chief and Office PLS
- Document in Daily Field Report
- Submit summary within 24 hrs

Injuries, Accidents, or Property Damage:

- Stop work, call 911 if needed
- Administer first aid
- Notify Office PLS and Safety Officer
- Take photos, complete Incident Report

6. INCIDENT REPORT FORM REQUIREMENTS

Each report must include:

- Date/time/location
- People involved
- Event description
- Witness statements
- Corrective actions
- Photos (if applicable)
- Supervisor review & signature

7. NEAR-MISS REPORTING

Near-misses must be reported to the Office PLS by end-of-day. Three or more similar incidents in a quarter may prompt a safety review.

8. TRAINING & REVIEW

New hires receive orientation. All employees participate in quarterly safety training. Weekly review of safety topic during Friday PM sessions. Annual SOP review.

9. EMERGENCY CONTACTS

Each truck and office will post a laminated card with:

- Office PLS mobile number
- Corporate Safety Officer
- Local emergency services
- Nearest urgent care or hospital

10. VERSION CONTROL

Version 1.0 | [Insert Date] | Initial SOP release | Approved By: [Insert Name]