



DID YOU KNOW?

Incident Reporting

Did You Know?

Incident Reporting Protects You and the Company

Across every part of the organization, including office, fabrication, product services, engineering, and construction, employees work in preventative ways to avoid incidents. Work is planned, hazards are identified, risks are eliminated or mitigated, and when something does not look right, work stops and the plan is reevaluated.

This is the standard.

However, regardless of how well work is planned, incidents can still occur. When they do, response and timely reporting are critical.

If an incident results in a medical emergency, call 911 immediately to ensure the injured person receives prompt medical attention.

For non emergency injury related incidents, the reporting process must begin immediately.

The Incident Reporting procedure and notification flowchart are located in the Safety Support Center:

Incident Reporting Procedure: <https://iws.support/procedures-individual>

The notification flowchart outlines the following process:

- The involved person must immediately notify their supervisor.
- The injured person must immediately call WorkCare at 1-888-449-7787 to report the injury to the injury case manager. This call triggers notification to the Safety Department.
- The supervisor must report the injury up their chain of command in accordance with the reporting matrix located in the Incident Notification procedure.
- The supervisor is responsible for initiating the Incident Notification form using the Incident Notification link found under the Safety tab in the Safety Support Center: <https://iws.support/>

The call to WorkCare is required for all non emergency injury incidents, even if the injury appears minor.

There have been instances where a small cut or puncture was not reported, an infection developed, and the resulting chain of events led to a more serious injury and an OSHA recordable case.

Timely reporting protects the injured employee, ensures proper medical case management, and allows identification and correction of root causes before someone else is injured.



If there is any uncertainty about whether an incident or injury should be reported, or how to report it, contact George Bunker or Jayton King in the Safety Department for assistance.

Reporting is not about blame. It is about care, accountability, and continuous improvement.