 BURNT MOUNTAIN SERVICES LLC.	Burnt Mountain Services Safety Management System	Initial Issue Date	11/15/2023
		Revision Date:	Initial Version
INCIDENT REPORTING		Revision No.	0

Purpose

The purpose of this program is to have effective procedures for reporting incidents to follow OSHA requirements.

Responsibilities

Individual responsibilities for reporting incidents to OSHA must be pre-determined and assigned prior to incidents.

Safety Manager

- Ensures incidents are reported to OSHA as required by regulation.

Site Manager and Supervisors

- Ensures incidents are reported to the Safety Manager.

Employees

- Immediately report any actual or suspected injury, job related illness, spill, or damage to any property to their immediate supervisor. If their immediate supervisor is not available, the employee is then to immediately notify the project manager.

Procedure

Incident Reporting Matrix


The Incident Reporting Matrix identifies, based on type of incident, who within corporate management shall be verbally notified and when. It also specifies which type of report from the field shall be completed based on the type of incident.

INCIDENT NOTIFICATION MATRIX

TYPE OF INCIDENT	WHO TO NOTIFY VERBALLY	WHEN	INCIDENT REPORT FORM
Minor First Aid	Safety Manager, Project Manager, Client If Required	ASAP	Yes
In-patient Hospitalization Amputation Loss of an Eye	President then Safety Manager, OSHA	Within 24 hours to OSHA	Yes
Fatality	President, then Safety Manager, OSHA	Within 8 hours to OSHA	Yes
Workman's Comp	Workman's Comp Carrier	1 business day	Employer's Report of Injury

OSHA defines "in-patient hospitalization" as a formal admission to the in-patient service of a hospital or clinic for care or treatment. Treatment in an emergency room only is not reportable.

OSHA defines "amputation" as the traumatic loss of all or part of a limb or other external body part. This would include fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; and amputations of body parts that have since been reattached. If and when there is a health care professional's diagnosis available, Burnt Mountain Services (the Company) should rely on that diagnosis. An occupational physician diagnosis is considered more authoritative than a non-occupational caregiver.

	Burnt Mountain Services Safety Management System	Initial Issue Date	11/15/2023
		Revision Date:	Initial Version
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Main Guidelines of OSHA Reporting

OSHA is notified within 8 hours of a work-related fatality. Within eight (8) hours after the death of any employee as a result of a work-related incident, the Company must report the fatality to the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.

All work-related incidents involving severe injuries are reported to OSHA within 24 hours. Within twenty-four (24) hours after the in-patient hospitalization of one or more employees or an employee's amputation or an employee's loss of an eye, as a result of a work-related incident, the Company must report the in-patient hospitalization, amputation, or loss of an eye to OSHA.

How severe injuries and/or fatalities are reported to OSHA - the Company must report severe injuries and/or fatalities using one of the following methods:

- by telephone or in person to the OSHA Area Office that is nearest to the site of the incident,
- by telephone to the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742),
- or by electronic submission using the reporting application located on OSHA's public web site at www.osha.gov.

Initial Identification/Assessment of Evidence

Initial identification of evidence immediately following the incident could include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc.

Collection/Preservation and Security of Evidence

Evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment. Everything shall be dated.

Witness Interviews and Statements


Witness interviews and statements must be collected. Locating witnesses, ensuring unbiased testimony, obtaining appropriate interview locations, and use of trained interviewers should be detailed. The need for follow-up interviews should also be addressed. All items shall be dated.

The final incident investigation report consists of findings with critical factors, evidence, corrective actions, responsible parties, and timelines for corrective action completion.

Preparation of the Written Incident Report

Written incident reports will be prepared and a detailed narrative statement concerning the events. The format of the narrative report may include an introduction, methodology, summary of the incident, Incident Review Team member names, narrative of the event, findings, and recommendations. Photographs, witness statements, drawings, etc. should be included.

The supervisor takes the below steps following an injury incident.

	Burnt Mountain Services Safety Management System	Initial Issue Date	11/15/2023
		Revision Date:	Initial Version
INCIDENT REPORTING		Revision No.	0

- Provide emergency assistance, as needed, and qualified for
- Secure the area as quickly as possible to retain area in the same condition at the time of the incident
- Notify management by phone per the Incident Notification Matrix
- Identify potential witnesses
- Use investigation tools, as needed (camera, drawings, video, etc.)
- Tag out for evidence any equipment that was involved
- Interview witnesses (including the effected employee) and obtain written, signed statements and email/fax to the Company Safety Manager
- Implement any immediate corrective actions needed

Training

The Company shall train personnel in their responsibilities for incident reporting. Training requirements relative to incident reporting are described below:

- Training frequency will be based on the specific area of responsibility but shall not exceed once every two years.
- Training requirements relative to incident investigation and reporting shall include:
 - Awareness
 - First Responder Responsibilities
 - The Initial Investigation at the Accident Scene
 - Managing the Accident Investigation