



INCIDENT MANAGEMENT

Innovations Manufacturing, Inc. (the Company)

Version: 2
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Purpose

The purpose of this program is to have effective procedures for reporting and investigating incidents.

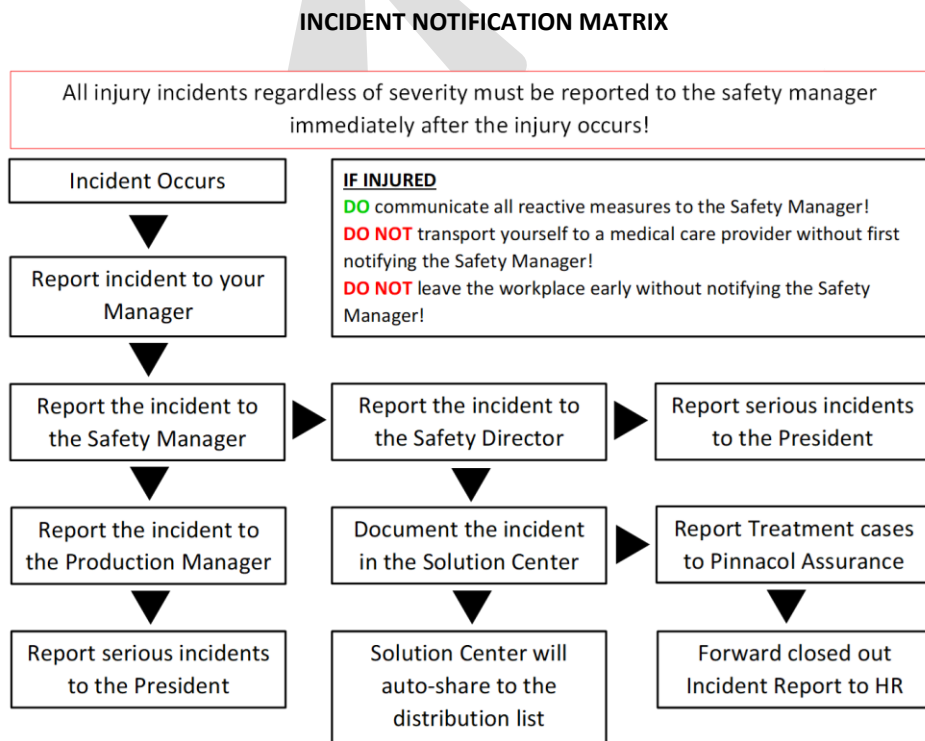
Responsibilities

Individual responsibilities for reporting incidents to OSHA must be pre-determined and assigned prior to incidents.
 Safety Director ensures incidents are reported to executive management as required
 Safety Director ensures incidents are reported to OSHA as required by regulation.
 Safety Manager and Production or Shop Manager ensure all incidents are reported to the Safety Director
 Employees Immediately report any incident or near miss to their immediate supervisor and the Safety 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.



Main Guidelines of OSHA Reporting

OSHA is notified within 8 hours of a work-related fatality that is a direct result of a work-related incident (suicide is not work-related).

All amputations, loss of an eye, or in-patient hospitalizations resulting from a work-related incident are reported to OSHA within 24 hours.

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Reporting procedures for severe injuries and/or fatalities

The Safety Director shall make appropriate reports 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. The site supervisor or manager must maintain the scene of an incident as it was at the time of the incident until the Safety Director has been notified.

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, timelines, and corrective action items.

Written Incident Report

The incident report that shall be used by the Company is located at the Company safety solution center at www.im-safety.com under the "Incident Management" tab.

Incident Response

The supervisor takes the below steps following an incident.

- Call 911 is the seriousness of the incident warrants. It is always better to respond in an excessive nature rather than to not have the needed resources. We can always call off response personnel and services if they are not needed.
- Assist as circumstances dictate as prudent- don't ever place yourself in harms way or in a situation you are not trained for.
- Secure the area as quickly as possible to preserve evidence. The scene will be released by the Safety Director.
- Notify management by phone per the Incident Notification Matrix.
- Identify potential witnesses and get their statements.
- Use investigation tools as needed (camera, drawings, video, etc.) to capture visuals or other tangible evidence.

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- Tag out for evidence any equipment that was involved. The equipment shall only be released by the Safety Director or their designate.
- Interview witnesses (including the effected employee) and obtain written, signed statements and share with the Company Safety Director.
- Implement any immediate corrective actions needed to preserve the safety of the site.

Injury and Illness Recordkeeping

The Company is required to report and keep records of injury incidents that:

- work-related; and
- is a new case; and
- meets one or more of the general recording criteria.

The Company must enter each recordable injury or illness on an OSHA 300 Log and the Company incident report form within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.

The OSHA 300A Summary will be signed by a company official. A Company executive must certify that he or she has examined the OSHA 300 Log and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

OSHA 300A Posting

The Company must post a copy of the annual summary on the Company Safety Solution Center. The Company must ensure that the posted annual summary is not altered, defaced or covered by other material.

The annual summary must be posted no later than February 1st of the year following the year covered by the records and the posting kept in place until April 30th.

The Company must save the OSHA 300 Log, the privacy case list (if one exists), the annual summary and the Incident Report forms for five (5) years following the end of the calendar year that these records cover.

Training

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

- Awareness
- First responder responsibilities
- Incident scene preservation
- Collecting evidence
- The initial response at the accident scene
- Managing the accident investigation
- Collecting information
- Developing conclusions and making personal judgments (admitting to wrong doing)
- How to share information

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