



All DeLong's Facilities

**Procedure #:
CS-007**

Incident Reporting

Rev 2

1. Purpose:

1.1 The purpose of this procedure is to outline protocol on reporting, documentation, and follow up of all work related injuries and illnesses.

2. Responsibility:

2.1 The Environmental Health and Safety (EHS) Manager is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

2.2 The EHS Manager and/or Supervisors are responsible for implementation of this procedure and training all employees with regard to this procedure.

3. References:

3.1 NA.

4. Procedure:

4.1 Employees are required to report all work-related injuries and illnesses to their supervisor immediately, no matter how small the injury. Each employee has the responsibility for reporting injuries/illnesses to his/her supervisor using the Injury Notification Report (FORM #001). The completed report will be given to the EHS Manager to file and a copy will be given to the employee. In the event the employee is unable to report the injury to their supervisor in person, the employee may report the injury by other means such as phone, email, or standard mail. Additionally, if the supervisor is unable to be contacted, proceed down the list of emergency contacts provided on the Injury & Illness Contact List (Form #018).

4.2 The Environmental Health and Safety (EHS) Manager is the primary contact for employees with injuries/illnesses due to an occupational exposure. Employees requiring treatment for non-serious injuries shall be treated for their injuries and their supervisor shall provide the signed original Injury Notification Report (FORM #001) to the EHS Manager. Employees requiring treatment for serious injuries shall be immediately taken for medical treatment (SSM Health St. Mary's Hospital Emergency Room for Jefferson City and Bothwell Regional Health Center Emergency Room for Sedalia) by the EHS Manager or their Supervisor. In the event of a serious injury where the employee is unable to be taken to the Emergency

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Room, dial 911, and notify one of DeLong's first responders to stabilize the employee until emergency responders arrive.

- 4.3** The appropriate supervisor must notify the EHS manager within 24 hours of any injuries/illnesses not requiring outside medical treatment.
- 4.4** The appropriate supervisor must notify the EHS manager immediately of any injuries/illnesses requiring outside medical treatment. If the EHS Manager is unable to be contacted, proceed down the list of emergency contacts provided on the Injury & Illness Contact List (Form #018 for Jefferson City, Form #019 for Sedalia).
- 4.5** Any and all injuries that require outside medical attention, the supervisor must fill out the Incident Investigation Report (FORM #002), have it signed by the employee, employee's supervisor, EHS manager, and filed.
- 4.6** The EHS Manager, Supervisor, and any other applicable personnel are responsible for determining the root cause of the incident and creating a relevant Corrective Action that will prevent the injury from occurring again.
 - If mechanical failure of any type is suspected in the root cause, the equipment will be de-energized according to procedure CS-009 Lockout/Tagout, and the area in question will be cordoned off until the full investigation is complete.

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