



## INCIDENT RESPONSE & INVESTIGATION

### IMMEDIATE RESPONSE

*(OSHA 29 CFR 1910 | ISO 45001: 8.2)*

#### **Upon Any Incident:**

- Provide immediate medical attention
- Call **911** for life-threatening emergencies, send escort to entrance
- Secure area and control hazards
- Restrict access by non-essential personnel
- Preserve scene when safe to do so

#### **Immediate Notification**

- Site Safety Representative
  - Area Superintendent
  - Project Manager
  - Corporate Safety Director / Manager
  - Owner of facility
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- Notify Corporate Office for high-visibility incidents
  - Cooperate with emergency responders and investigators

### REPORTABLE INCIDENTS

*(Not Limited To)*

- Employee injury or illness
- Near miss (report all significant events)
- Vehicle incidents
- Utility strikes or contact
- Equipment or property damage
- Hazardous material spill or release
- Weight-Handling Equipment (WHE) incidents

- Theft or vandalism
- Subcontractor incidents



## **MEDICAL RESPONSE LEVELS**

*(ISO 45001: 8.2)*

### **A. Non-Medical Incident**

- Secure area and damaged equipment
- Notify utilities or responders if required
- Notify Safety, PM, Corporate Safety, Senior Executive
- Document in **HammerTech within 24 hours**
- Drug/alcohol testing may apply
- Verify repairs and corrective actions

### **B. Non-Life-Threatening Medical Incident**

- Notify Safety, PM, Corporate Safety, Senior Executive
- First aid by **certified personnel only**
- Transport employee with company representative
- Drug/alcohol testing may apply
- Complete HammerTech report within **24 hours**
- Maintain employee follow-up

### **C. Life-Threatening Emergency**

- Call **911** immediately
- Do **not** move employee unless life-saving
- Provide CPR/first aid if trained
- Accompany employee to medical facility
- HR to assist with family notification
- Notify Safety, PM, Corporate Safety, Senior Executive
- Preserve scene when safe
- Complete investigation within **24 hours**

## **OSHA REPORTING REQUIREMENTS**

### **29 CFR 1904.39**

#### ■ **Within 8 Hours:**

- Work-related fatality

#### ■ **Within 24 Hours:**

- In-patient hospitalization
- Amputation
- Loss of an eye

#### ■ Notify Senior Leadership immediately

#### ■ Implement Crisis Management Plan if required

## **INCIDENT INVESTIGATION**

*(ISO 45001: 10.2)*

### **Required Within 24 Hours:**

- Obtain witness statements
- Photograph/video scene and equipment
- Identify root cause
- Define corrective & preventive actions
- Enter report in HammerTech
- Verify completion of corrective actions

**Failure to report promptly may impact OSHA compliance and insurance claims.**

## **SPILL / RELEASE RESPONSE**

*(OSHA 1910 | ISO 45001: 8.1)*

### **Minor Spill**

- Follow SDS requirements
- Use appropriate PPE
- Trained personnel only

## **Hazardous Spill**

- Evacuate area
- Contact Fire Department / HazMat
- Secure perimeter

### **Spill Response Steps:**

1. Notify supervisor & restrict access
2. Review SDS & don PPE
3. Contain spill (pads, socks, berms)
4. Absorb material
5. Containerize & dispose per regulations

## **MEB COMMITMENT**

Prompt reporting, accurate documentation, and corrective action verification are required to support **OSHA compliance, ISO 45001 continuous improvement**, and a safe job site for all employees.