

<i>HEALTH AND SAFETY MANUAL</i>		
Title: Incident Investigation and Reporting		
Approved by: Greg Savoy		Date: 10/18/12

1 Purpose/Scope:

In an effort to maintain a safe and healthy workplace environment, accidents and incidents that occur during the course of employment must be reported. It is the intent of the Company to minimize accidents, injuries and illnesses by correcting identified causes when appropriate and feasible.

All facilities and all work platforms that are engineered, manufactured and installed on any of the Company's compressor units shall follow the guidelines set forth by this program. This program does not apply to stairs used for fire exit purposes, to construction operations on private residences, or to articulating stairs, such as may be installed on floating roof tanks or on dock facilities, the angle of which changes with the rise and fall of the base support. All injuries will be investigated to the appropriate level with regards to incident severity.

2 Definitions/Responsibilities:

2.1 Definitions:

2.1.1 "Accidents" – events that cause injury or illness to a person.

2.1.2 "Incidents" – near-miss events that have the potential of causing personal injury. Any event that causes damage to Company or customer property is also considered an incident.

2.1.3 "Occupational Accidents" – accidents that occur to a Company employee while conducting work related activities for the Company.

2.1.4 "Non-Occupational Accidents" – accidents that occur to Company employees or visitors while they are on Company property or attending in a Company sponsored activity. Applies to Company employees under the following circumstances:

- a. The employee is in a non-work status and becomes injured or ill while attending or participating in a Company sponsored activity.
- b. The employee is injured or becomes ill while conducting non-work related activities, such as jogging, racquetball, tennis or basketball, while in an official work status.

2.2 Responsibilities:

2.2.1 Management / Supervisors:

- Obtaining prompt medical treatment for the injured employee and securing the accident scene as appropriate.
- Supervisor or his/her designee shall accompany injured employee to medical facility.
- Reporting occupational accidents/incidents (i.e. near misses, first aids, recordables, property damage, environmental, vehicle and/or fire) to the Director of Safety and appropriate Customer/Client personnel as soon as possible, but no later than one hour following the accident or incident. If accident or incident occurs on a customer property the reporting requirement of within 8 hours applies.

NOTE: In the case of accidents that result in fatality or the hospitalization of three or more employees, the report must be submitted IMMEDIATELY. The regional OSHA office must be notified no later than 8 hours.

- Investigating occupational accidents in areas under their supervision. (See **EXHIBIT A**) for Injury and Incident management flow chart.)
- Assuring proper employee involvement in investigations in an attempt to get their input into the cause and corrective actions via the “Employee Accountability Form”. . (See **EXHIBIT B**)
- Correcting unsafe conditions or actions that contributed to the accident as appropriate.
- Assuring that emergency equipment (i.e., fire extinguisher, spill cleanup, etc.) used in the accident for which the work location is responsible is replaced or returned to normal operating condition.
- Assuring that employees under their supervision understand the reporting requirements and are aware of their responsibilities.

2.2.2 Employees:

- Follow safe work practices and understand that working safely is a condition of employment.
- Reporting any conditions that they consider unsafe to their supervisor or Director of Safety.
- Exercise “**Stop Work Authority**” when deemed necessary.
- Promptly report occupational accidents and incidents to their supervisor.

2.2.3 Director of Safety:

- Maintaining a log of injuries and illnesses according to OSHA guidelines and regulations.
- Reviewing accident and incident reports for root causes of the accident or incident, and appropriateness of preventive and/or corrective actions.
- Reviewing and analyzing accident statistics for trends/patterns and making recommendations to the Executive Vice-President on corrective programs or procedures.
- Reporting all accidents that result in fatality or hospitalization of three or more employees, to OSHA within eight hours of the incident.
- Notifying the Louisiana Bureau of Worker’s Compensation of any lost time injury within 30 days.

- Coordinating with the supervisor in providing temporary, light duty, or alternative work assignments, to injured employees as appropriate.
- Assuring all new employees are aware of and understand the policy.
- Shall assist in the preparing of incident reports which shall include a detailed narrative (summary of the incident, investigation member names, findings and corrective action recommendations to prevent reoccurrence.)

3 Requirements:

- 3.1 All incidents shall be investigated with regards to incident severity (i.e., property damage, near-misses, first aids, OSHA recordable incidents, environmental, fire, etc.).
- 3.2 Proper investigative equipment may include some or all of the following items:
 - Writing equipment such as pens/paper
 - Measurement equipment such as tape measures and rulers
 - Cameras
 - Small tools
 - Audio recorder
 - PPE
 - Marking devices such as flags
 - Equipment manuals, etc.
- 3.3 Lessons learned and corrective actions required shall be reviewed and communicated through Safety Alerts. Any changes to processes shall be placed into effect to prevent reoccurrence or similar events.
- 3.4 Personnel shall be trained in their roles and responsibilities for incident response and incident investigation techniques. Training shall include awareness, reporting, first responder, root cause techniques, and training shall be documented.
- 3.5 Initial identification of incident evidence could include:
 - a listing of personnel involved in the incident (i.e., witnesses),
 - equipment and materials involved,
 - environmental factors such as weather, illumination, temperature, noise, ventilation, and
 - physical factors such as fatigue, age, and medical conditions.
- 3.6 Evidence such as people, positions of equipment, parts, and papers shall be preserved, secured, and collected through notes, photos, witness statements, flagging, and impoundment of documents and equipment.
- 3.7 Ensuring unbiased testimony from witnesses shall be attempted. The interview location shall be in a closed office with at least two trained investigation personnel performing the interview. If follow-up interview is deemed necessary, this same requirement applies.
- 3.8 An employee who may have been injured in the line of duty and appears to be eligible for workers' compensation coverage may be placed on temporary light duty status if:

1. The employee has a written physician's statement which states that the employee is physically eligible for light duty, and there is a favorable prognosis of returning to full duty status in the near future, and
2. If there is a position, job or duty available within the Company which they have the ability to perform and which qualifies as light duty pursuant to the employee's physician's statement.

In the event that the provisions and requirements listed above have been met, the safety director may then direct the employee to a light duty assignment within the department or with another department of the Company. At the time, the employee will be taken off workers' compensation status and will return to regular status with the Company. An employee who refuses a light duty assignment which meets the requirements of the physician's statement may have their workers compensation pay terminated, and may have their employment terminated.

Temporary light duty status will be initially granted for a maximum period of ninety (90) days. After the initial 90 day period and after any subsequent 90 day period of temporary light duty, the employee's situation will be reviewed primarily in light of the following two factors:

1. Continuation of a favorable prognosis for full duty, based upon the physician's periodic examination and statement thereof, and
2. The continuation of availability of an appropriate position, job or duty within the department or Company.

In the event that a subsequent medical evaluation indicates no possibility of future assignment to full duty, or in the event there is no longer a temporary duty available for the employee, said employee may be required to return to a workers' compensation status or be laid off from the Company.

In any event, a complete medical evaluation and physician's statement will be required prior to any employee returning to full duty status after having been off duty due to a duty related injury.

4 References:

None

5 Exhibits: EXHIBIT A – Injury Case Management Flow Chart
 EXHIBIT B – Employee Incident Accountability & Corrective Action Form

EXHIBIT A

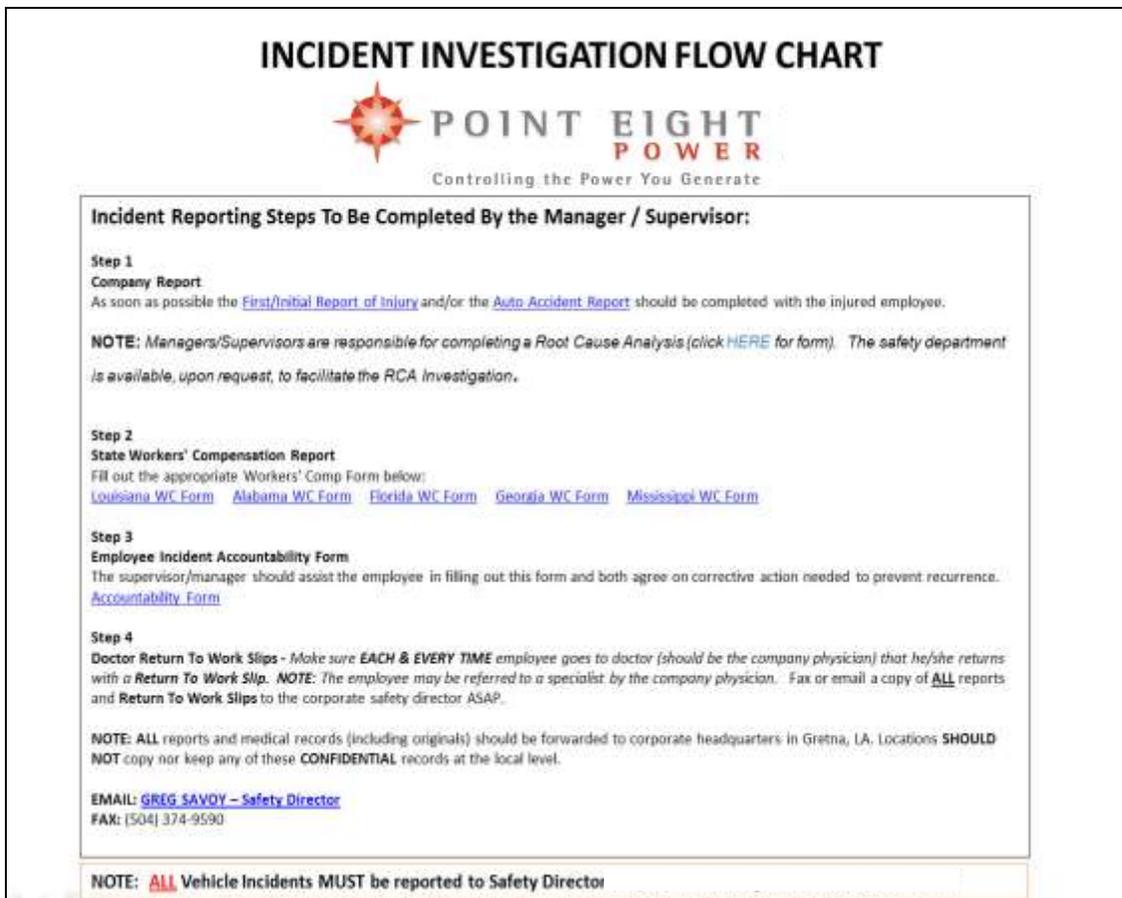
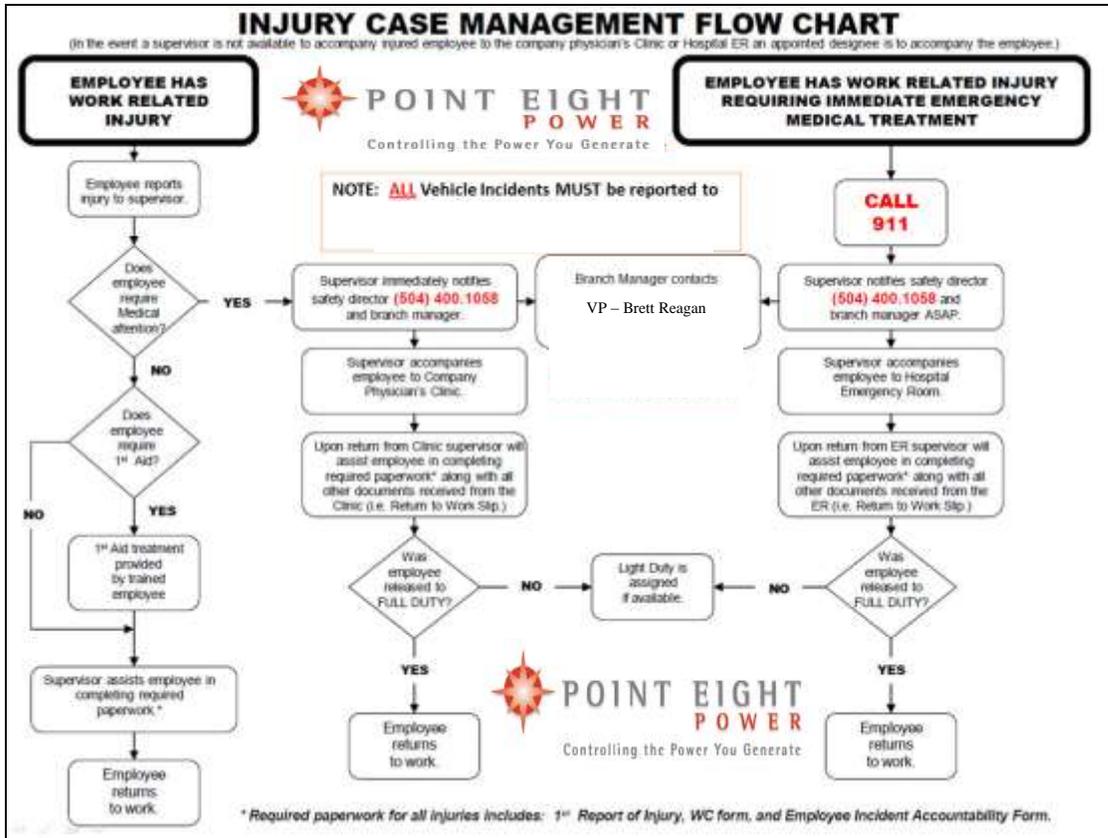


EXHIBIT B



EMPLOYEE INCIDENT ACCOUNTABILITY & CORRECTIVE ACTION

Employee Name:	Date of Incident:
Supervisor Name:	Date Report Completed:

LOCATION of INCIDENT

1503 1510

INJURY CLASSIFICATION

Report Only First Aid OSHA RECORDABLE Vehicle Collision
 Property Damage Near Miss (Near Hit) Report

Describe incident (include information about the hours worked per day before the incident occurred):

Describe what caused the incident:

Describe what actions you will personally take to prevent further incidents like this one from re-occurring:

Employee Signature: _____ Supervisor Signature: _____