



Incident Reporting Guidelines

Reporting Injuries and Near Misses

Safety is our top priority at all times. Over the next few weeks, I will be working to increase the efficiency and organization of job site binders for all superintendents.

Effective immediately, the following **incident response guidelines** will be in place.

If an Incident Occurs

If someone is injured on the job site, your first responsibility is to **secure the victim and the site —only if it is completely safe to do so.**

Never put yourself in danger to assist another person.

- **Example 1:**

If you arrive at an excavation and find someone unconscious below grade, **do not enter** the area unless you are certain it is safe.

The individual may have been electrocuted or overcome by gas. Entering the area without proper assessment could result in you becoming a second victim.

- **Example 2:**

If a coworker receives a deep cut and you have the means to safely provide medical wrapping or first aid to control bleeding, it is appropriate to do so.

Emergency Notification Procedure

1. **Immediately call 911** or use the **direct emergency contact numbers** listed in your site binder (EMS, Fire, Police).
2. **Then contact Daniel Shaffer.**

- If he does not answer, send a text message in **ALL CAPITALS** with the words “**ALPHA ALPHA.**”
- Do this as soon as you have confirmed that both you and the victim are safe.

- 3. Maintain patient contact** and continue monitoring the situation.
Keep your phone close by in case Daniel or emergency responders attempt to reach you for additional details.

Do not send lengthy emails or text messages immediately after an incident.

These may not be seen right away, and it is critical to avoid sharing incomplete or inaccurate information.

Near-Miss Reporting

In the event of a **near miss** (an unplanned event that did not result in injury but had the potential to), follow the same initial steps:

1. Ensure the area and all personnel are safe.
2. Notify any emergency services if needed (EMS, Fire, Police).
3. Once the situation is secure, **call or text Daniel Shaffer** with the message “**BRAVO BRAVO.**”

Thank you all for your continued **commitment to safety** and for maintaining the highest standards of professionalism on every job site.