



Haulin' Jack Shipping Service, Inc. Incident Reporting Procedures

1. Immediate Notification

Upon occurrence of any Incident, accident or injury, no matter the severity or duration, it is imperative that,

- Ronald Emrick (412) 525-5556
- Christina Beck (724) 856-5564 ext. 405

be contacted promptly.

The primary concern of your supervisor and the Safety Department is to ensure that the proper medical attention or first aid is administered. Additionally, supervisors are tasked with the urgent removal of any persisting hazards using the most effective measures at their discretion.

2. Fact Gathering

Following the initial response, a comprehensive on-site accident/incident report is to be conducted swiftly by the involved operator/driver and the Safety Department to ensure recollections remain clear.

The report/investigation should include an examination of the following elements:

- Exact date, time, and location of the incident
- Full names, job titles, and departments of all involved employees, drivers, operators, contractors, and their immediate supervisors
- Statements from any witnesses
- Sequence of events leading to the incident
- Detailed activity of the employee at the time of the accident
- Environmental conditions contributing to the incident (such as wet roads, poor lighting, noise, etc.)
- Relevant circumstances, including tasks being performed, equipment, tools, materials, personal protective equipment (PPE) utilized
- Detailed description of injuries sustained, including body parts affected and the severity of injuries
- Type of medical treatment administered for injuries
- Extent of damage to equipment, materials, and so forth.

3. Analyze

After determining how, you must find out why. This is necessary for developing an effective plan of action for control. Causes include:

- Primary causes (e.g. wet or slick roads that caused a skid)
- Secondary causes (e.g. operators speed to fast for conditions)
- Other contributing factors (e.g. poorly tire tread depth)

4. Complete Corrective Action Plan

Recommendations for corrective action might include immediate corrective action, as well as long-term corrective actions such as:

- Driver/operator training on safe work practices
- Preventive maintenance activities that keep equipment in good operating condition
- Evaluation of job procedures with a recommendation for changes
- Conducting a job hazard analysis to evaluate the task for any other hazards and then train employee/driver/operator on these hazards
- Engineering changes that make the task safer or administrative changes that might include changing the way the task is performed.