

Wolyniec Construction, Inc.

Incident Investigation and Reporting Policy

Purpose

This procedure describes the steps to be taken when a Wolyniec employee or Wolyniec property are involved in an incident or near-miss. Wolyniec Construction, Inc. must obtain the best information possible as quickly as possible in the event of an employee vehicle accident, injury, property damage incident, or any other action which may result in a claim against the company. The incident may involve employees or company property, injury to a private citizen, or damage to private property because of normal operations and/or equipment. Some examples of incidents subject to this procedure:

1. Vehicle accidents
2. Property damage
3. Personal injuries to employees

Policy

Involved and responding employees will:

1. Contact their immediate supervisors. Do not assume that someone else will follow through with reporting needs. Do not admit liability for anything that happened or assume that the company or anyone else is responsible for the accident or damage. What happened will be sorted out through the accident reporting and investigation process.
2. The supervisor or employee should cause the following to be completed:
 - Obtain the names, addresses, and phone numbers(work, home, and cell) of any and all witnesses.
 - If possible, take photographs of the property damage or defect to company property. Enough photos should be taken to fully describe the damage to a person who has not been to the scene.
 - Complete the appropriate accident reports. Reports should include any suggestions to prevent a similar accident or incident from occurring in the future and should be prepared to reflect the seriousness of the incident.

Specific Types of Incidents or Accidents

1. Vehicle Accidents:

- The insurance information should be offered to the other party or parties. This information should also be provided to any responding law enforcement officers.
- A police report shall be obtained whenever the accident involves more than \$200 in property damage to a vehicle not registered to the company or any personal injury. If the owner of a vehicle that is damaged in an accident is not present and cannot be located, notification shall be left on the other vehicle with clear information as to the time and date of the accident and the name, address, and phone number of the company and the company vehicle involved. A police officer shall also be requested to come to the accident location to make a traffic report.
- A post-accident drug and alcohol test is required to be performed. Immediately upon being released from the accident scene, proceed to the Williamsport Hospital Emergency Room or the Muncy Valley Emergency Room for testing. If the accident takes place out of the vicinity and treatment is taking place at a local emergency room, testing can be done there.
- The involved employee must come into the office as soon as possible after the accident to complete an accident report. Bring in the police report if available and all information about the other parties involved including their insurance.

2. Personal Injuries to Employees:

- If it is an emergency, go to the nearest hospital and seek treatment. If it is not urgent but medical attention is warranted, seek treatment from one of our panel providers (list attached.). Notify the foreman or supervisor on the job immediately.
- The involved employee must come into the office as soon as possible after the incident to complete an accident report which will include specifics about the incident, the injuries, and who else witnessed it or was involved. This information is necessary to file a Workman's Comp claim.
- Notify Wolyniec office of any doctor-ordered time off or work restrictions as well as the doctor's release to return work when appropriate. Have the medical care facility fax a copy of the instructions directly to Wolyniec at 570-326-4428 or bring instructions to the office for copying.

3. Property Damage:

- Notify foreman or supervisor of the incident immediately. Notify the appropriate authorities (gas company, electric supplier, police, ect)
- If possible, take photographs showing the extent of the damage.

Again, all accidents, injuries, and near-misses occurring on Wolyniec Construction's property or involving company-related activities must be reported immediately. If a worker's compensation or other claim is evident, appropriate accident reports must be completed and submitted