

Incident Response & Investigation

OSHA / ISO 45001 - Field Quick-Reference



1. 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
- Notify Corporate Office for high-visibility incidents
- Cooperate with emergency responders and investigators

2. 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

3. 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

4. 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.

5. 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:

- Notify supervisor & restrict access
- Review SDS & don PPE
- Contain spill (pads, socks, berms)
- Absorb material
- Containerize & dispose per regulations

6. 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.