

<p>HOUSTON CONTROLS</p> <p><i>Instrument, Electrical, Analytical Specialists</i></p>	<p>Construction Supervisor's Package Procedures for Reporting</p>	<p>Page 1 of 1 July 22, 2010 Revision A</p>
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All Houston Controls Supervisors, Foreman, Step-up –Foreman, and Safety Representatives are responsible for reporting all incidents regardless of how minor they feel it is. Unless properly trained to conduct CPR and First Aid, do not attempt to administer, please contact the proper personnel. The proper reporting procedures are as follows:

Houston Controls Employees:

Contact your Supervisor / Foreman or Houston Controls Safety

Houston Controls Supervisor / Safety Representative (Commercial, Municipal, and Industrial):

Contact Houston Controls Safety Manager (713- 672-1200)
 Contact Houston Controls Project Specific Manager
 Contact the owner or general contractor
 Conduct investigation to the fullest
 Write report and turn in completed forms (Accident Investigation, Employee Description of incident).

Houston Controls Supervisors / Safety Representative at Jobsite:

Contact your Houston Controls Safety Representative at your location
 Contact your site Emergency Contact
 Contact Plant Safety
 Contact the Communication Center (Comm Center)
 Contact Houston Controls Safety Manager
 Contact Project Manager over site

Incident Report Writing:

- Write report and turn in completed forms (Accident Investigation, Employee Description of Incident).
- Note specifics of the incident including details on “Who, What, When, Where, and How”.
- Include any factual information and never speculate or editorialize. (full names of party involved)
- Quote what people say exactly and completely even if the words seem offensive, vulgar, or embarrassing.
- Document all information such as but not limited to (vehicle license plate #, vin #, make, model, year of vehicles involved, and names of ALL parties involved, type of equipment and or material).
- Complete all sections of the incident report form.
- Turn in to Houston Controls Safety Manager.

*Please understand that all facilities have their own procedures on how they want the incidents to be reported. It is the Superintendents, General Foreman, and or Foreman's responsibility to obtain and understand the jobsites procedures and adhere to their policies as well as Houston Controls.