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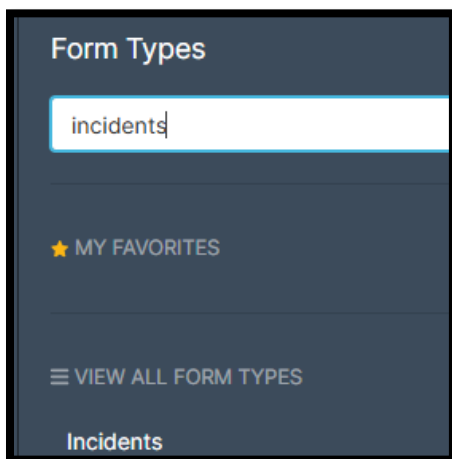
Incident Report

Purpose: Form that houses documentation of events that occur on a project's site that cause harm or damage to a person(s), equipment, and/or environment. Use this form if you need to send an incident report to Invenergy's Environmental Health and Safety team.

Initiators: On-Site Contractor Safety Personnel, Construction Manager

Submitting an Incident Report

1. Select Forms & search "Incidents"



2. Select "New"

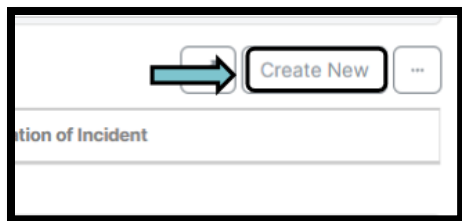


3. Input your:
 - a. Subject
 - b. Brief Description
 - c. Date Created (day that form was created)
 - d. Incident Report Number (select "Get Next")
 - e. Report Submitted By: Input your name
 - f. Submitting Company: input your company
 - g. Incident Date: Date of the occurrence
 - h. Incident Time
 - i. Identified during
 - j. Final Report Due Date (usually a week from the incident)

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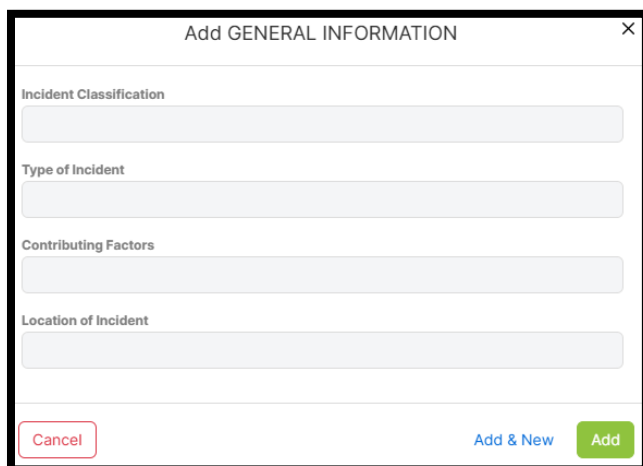
4. Input the General Information

a. Select "Create New"



A screenshot of a form interface. At the top, there is a button labeled 'Create New' with a blue arrow pointing to it. Below this button is a text input field labeled 'Location of Incident'.

- Put in Incident Classification from the list
- Select Type of Incident: Safety, Environmental, or Material issue
- Select the top contributing factor for the incident
- Type the location of the incident, as accurate as possible
- If there are more classifications to put in for this report, select "Add & New;" otherwise, select "Add."



A screenshot of a form titled 'Add GENERAL INFORMATION'. The form contains four text input fields labeled 'Incident Classification', 'Type of Incident', 'Contributing Factors', and 'Location of Incident'. At the bottom of the form, there are three buttons: 'Cancel' (red), 'Add & New' (blue), and 'Add' (green).

5. Enter the Contributing Factor details. Elaborate and provide as much detail as possible. Feel free to add a numbered list that would add context to the contributing factor.

6. Input the contractor information

- Select Contractor from the list
- Select a main contact for the contractor, to obtain more information, if needed
- If there is a subcontractor, put that into the last field.

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Add CONTRACTOR INFORMATION

Contractor

Contractor Main Contact

Subcontractor (If applicable)

Cancel
Add & New
Add

7. Create an Incident Involvement Row:

- Identify if employee is a contractor, subcontractor, Invenergy Employee, or if there was damage to equipment. If "Other," provide detail.
- Select the length of time employee was on the project.
- If there are any witnesses, input the witness information. Capture witnesses' name(s), company information, and general information.

Add INCIDENT INVOLVEMENT

Contractor Employee

Subcontractor Employee

Invenergy Employee

Equipment

Other:

Length of Time on Job/Project

Witness(es) Information ⓘ

Cancel
Add & New
Add

8. Create an Incident Impact row:

- Include the Contractor Employee

9. Include the Incident Impact

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- a. Select the relevant impact; you can select multiple. Property, Equip, First Aid, Recordable Injury, etc.

Add INCIDENT IMPACT

Property Damage ☐

Equip/Vehicle Damage ☐

First Aid ☐

Recordable Injury ☐

Lost Time Injury ☐

Environmental ☐

Security ☐

Other:

Cancel Add & New Add

10. List the equipment that has been impacted
11. Nature of Injury and Illness – select if there is a sprain/fracture/cut etc. Once again, feel free to select multiple options.
12. If there is an injury location, select from the picklist.
13. Write a description of the illness, and which body part is injured, if applicable
14. If an immediate action was taken, select the type of action that was pursued.

Add IMMEDIATE ACTIONS

Invenergy Notified ☐

Emergency Medical Services Provided ☐

Emergency Medical Services Refused ☐

Shutdown operation ☐

Investigation ☐

Reporting ☐

Temporary Mitigation ☐

Wildlife Protection and Removal ☐

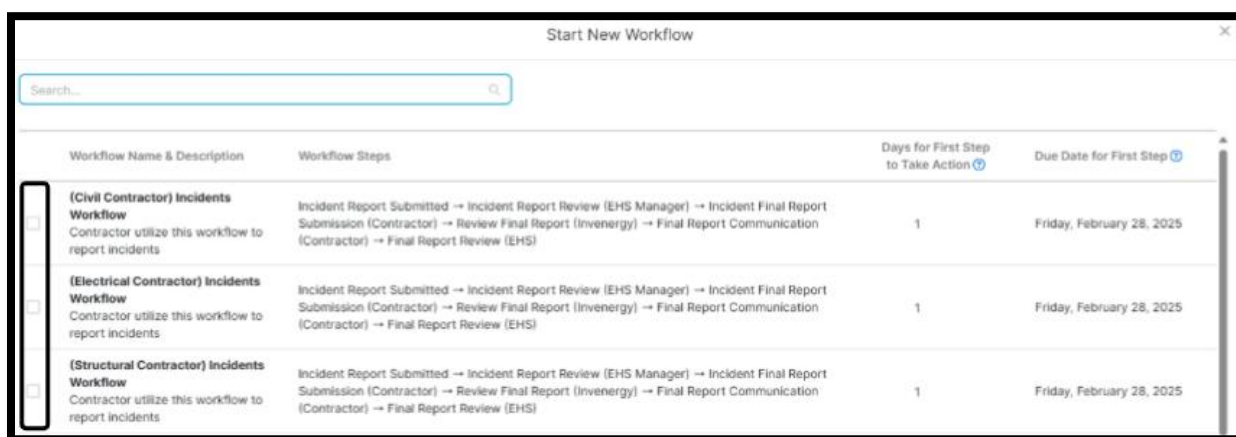
Vegetation Protection and Removal ☐

Cancel Add & New Add

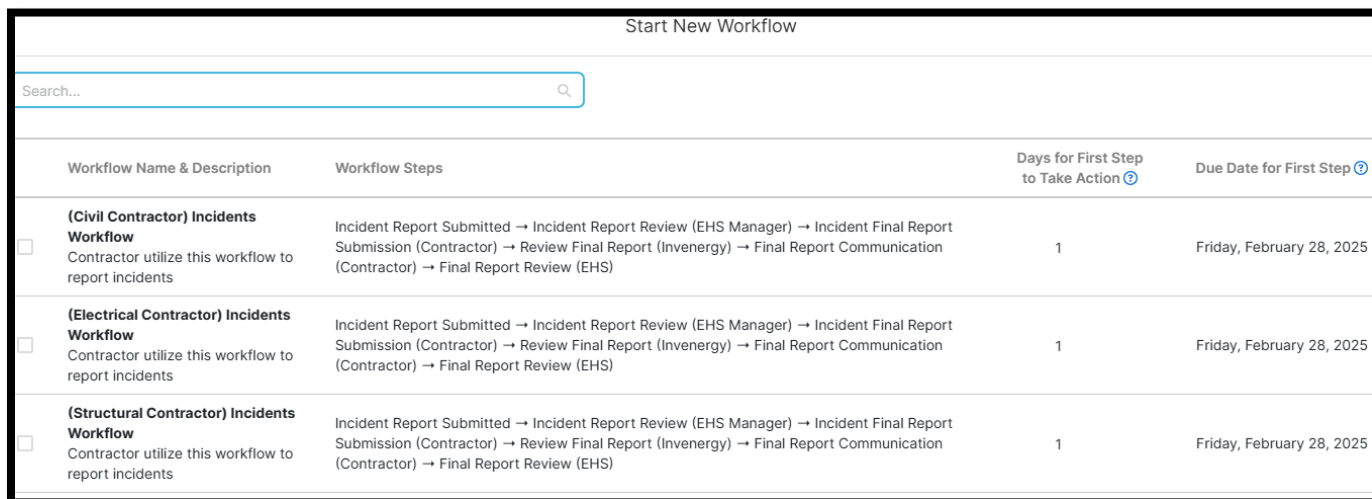
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15. Input a comprehensive description of the incident and any investigation details. If corrective details are needed, please input them here. Also, input any corrective action and preventative action.

16. Once finished, hit “Save and Start Workflow” and select the appropriate workflow.



The EHS manager will review the report, ask for more information if necessary, and go back and forth to finalize the information. Utilize the merge template if necessary, and attach any necessary documentation into the “Attachments” section.



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Incident Reports and Document Controls

When a project reaches Substantial and Mechanical completion, the Document Controls team will assess contractor related incidents within the Incidents Form. Once assessed as to which incident relates to which contractor, the Document Controls team will transfer all form attachments to the appropriate folder location within the “Files” section of Project Team. The final resting place of each Incident attachment will be housed in a contractors Job Books and assigned a folder naming convention matching the Incident Form submission to ensure consistency.

Example of file path to where the Incident Reports will be stored upon Substantial and Mechanical Completion: (Document Controls will move attachments, this is for awareness of final storage location)

“Files” Section -> 03 Construction -> 07 PM -> 7.01 Job Books -> “Contractor Job Books” -> 04 Safety -> 4.1 Incident Reports & Near Misses

**The attachments will be stored within the folder structure under the corresponding scope, relevant to the contractor’s specific Job Books location.*