



Incident, Reporting Procedures

2023

An incident is any unplanned event that causes, or has the potential to cause, an injury or illness and/or damage to person, property or natural environment. Incidents range from serious incidents and emergencies to near-misses where there is no actual injury or damage.

When Should You Report an Incident?

All incidents must be reported immediately, no matter how minor it may be.

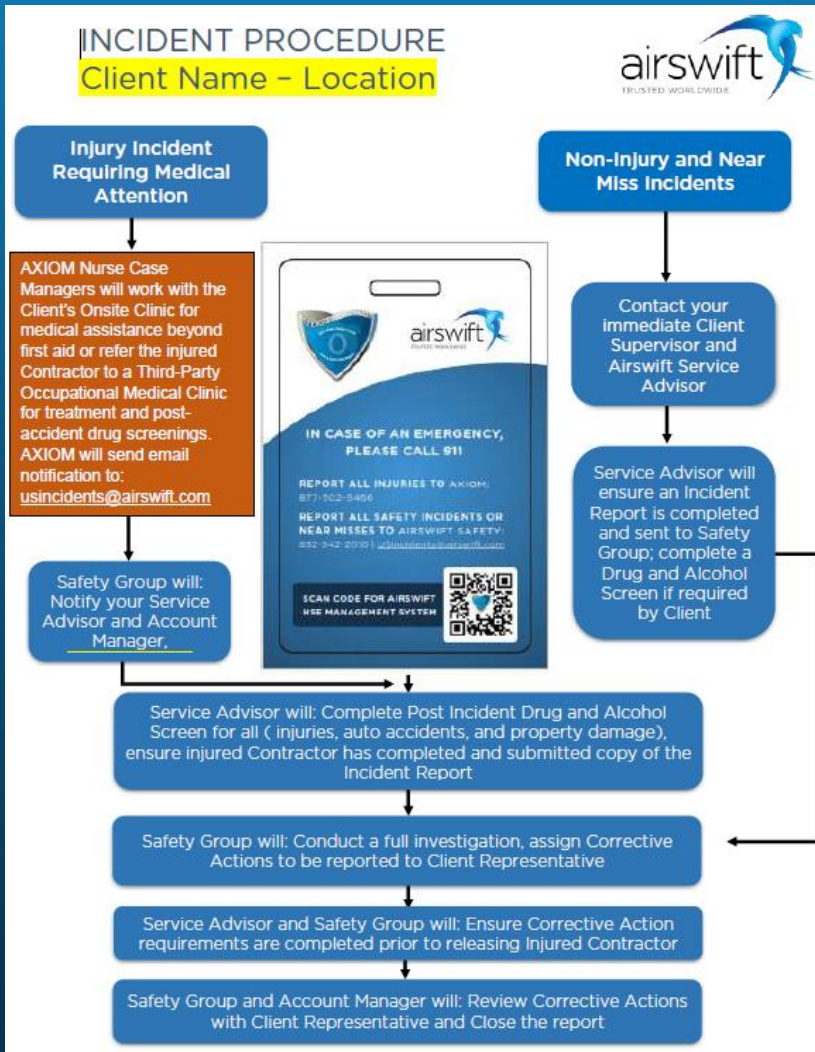


Minor injuries can worsen over time and become serious if left untreated.

Investigating the incident immediately could prevent others from becoming injured, and ensure the details are accurate as the event is still fresh in your mind.

It may be difficult to prove the incident happened if it is not reported right away. Evidence may be removed etc.

Incident Reporting Process



- It is important that all Employees and Contractors are aware of Airswift's Incident Reporting Process as well as the CLIENT's reporting requirements.
- If there is an injury incident, Axiom must be called per the incident flow chart to ensure the injured worker receives the first aid or emergency care required.
- Axiom will take the First Report of Incident (FROI) and direct self-treatment, report to Client On-site Clinic, or an external Occupational Health Clinic.

Airswift Safety Group will conduct an investigation:



Interview injured Contractor and Witnesses

Determine Root Cause

Provide Corrective Action

File the Workers Compensation Claim

Report to OSHA as required

Communicate with the Workers Compensation Adjuster or State Department of Labor

Incidents – What you need to Know

Each Client Site must have a flow chart to outline Airswift 's incident reporting procedures posted in an area that is visible to all Airswift Contractors.

All injury incidents must call Axiom for direction of Occupational Health Care

Axiom will arrange for A&D test as required

Notify usincidents@Airswift.com

Continue to communicate with the Client Supervisor following the event

Ensure an incident report is completed by the Injured Contractor and any witnesses as soon as possible.

Remember that Safety is here to help



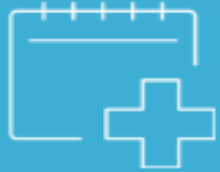
New Safety Badge

- To streamline incident reporting procedures **ALL Airswift Employees and Contractors will receive the new Airswift Safety Badge.**
- By scanning the QR Code on the new Safety Badge all Airswift employees will have access to call Axiom along with the incident reporting contact number and email. Also, access to the HSE Management System Policy and Procedures, Safety Moments/Tool-Box Topics, Incident Reporting forms, training resources and other valuable information.
- The Safety Badge is a required uniform item.
<https://www.airswift.com/about/safety/usa>





Who is Axiom?



INJURY CASE MANAGEMENT

The days of everybody needing an ER or clinic visit for all injuries are gone! When an injury occurs, you and your employees need immediate access to care.



OCCUPATIONAL HEALTH

From the moment a client implements a new program, our team of Program Managers are dedicated to overseeing its success.

- Axiom is a 24/7 Injury Case Management Service
- Medical Professionals specialized in occupational health
- Determine if the injury/illness can be managed with first aid or warrants a clinic visit
- Help reduce lost time away from work
- Aware of Airswift's Drug & Alcohol testing requirements

CAUTION

- **A near miss** is an unplanned event that did not result in injury, illness, or damage - but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage. All Near Misses involve people and some type of action.
- Reporting a near miss or a “close call” can provide ways for people to understand how an accident could have happened and how to prevent an accident in the future with out anyone getting hurt.
- Near Misses = some type of energy exchange. There is no contact with the individual or machinery. Example: Mechanic drops heavy wrench from atop haul truck to the shop floor. You need ‘double pump’ the brakes to stop at the Mini Mart.

Reporting Near Misses



- Always report any UNSAFE environment or NEAR MISS to your immediate supervisor and to your Airswift contact.
- “Learning from what could have happened far outweighs learning from what did happen.”
- Near misses can show possible serious injuries if investigated.

What is Workers Comp?



Workers Compensation is a form of insurance Airswift purchases to provide wage replacement and medical benefits to employees injured in the course of their employment

Airswift's insurance carrier is STARR for all states except monopolistic states

- Ohio
- North Dakota
- Washington
- Wyoming

The Department of Labor oversees offshore claims (USL&H)



Worker's Comp Claims, Cont.

- Every work-related injury beyond first aid is reported to the Workers Compensation Insurance Company.
- The Workers Compensation Adjuster determines whether the injury is work related and gives rise to a worker's comp claim.
- All injury related medical bills are paid by the Workers Compensation Insurance Provider.
- The Adjuster will communicate directly with the injured worker if they are taken off work due to their injury.
- Reporting to Workers Compensation Insurance Carrier or state within **24 hours** of incident when there is lost time
- We must report offshore claims to The Department of Labor within **10 days**
- Fatalities must be reported within **8 hours** of the event.



Return to Work Program

- Airswift is committed to working with our Clients to providing medically appropriate work for Contractors while they are recovering from a work related illness or injury.
- If a Contractor has functional restrictions, they can usually continue to do some kind of work that has value for our Client's business.
- The Client Service Manager will contact the Client Representative to determine if there is available work to meet the guidelines of the restrictions
- The Service Consultant will communicate with the Contractor once it has been determined if work is available.
- If work is available the Airswift must make a Bona Fide Offer of Employment Letter to the Contractor for the restricted work assignment.



- Recovery time may be shortened
- Retain job skills and not fall behind at work
- Loss of physical fitness due to inactivity may be averted
- Less likely to experience secondary complications
- May require less medical care and medications

- All Employees must be able to safely and effectively perform all essential functions of their job scope in a manner that does not present or pose a direct threat to themselves or others following a work related injury.
- Following a work related injury, the treating Physician will provide a full release back to work which must be reviewed by the Safety Group prior to returning to work in the form of a DWC 73.
- Non-work related medical absences for 30 days or more for the Employee must have a Fit for Duty Form completed and signed off by a treating Physician prior to returning to work.
- It is important the job description is included with the Fit for Work Form for the Employee to allow the doctor to issue the proper fit for work release.





Document Training Attendance

Please scan the QR Code with your smartphone or click the link below to document your training attendance by:

<https://forms.office.com/e/4suMbCesg7>

- Opening your camera and pointing the device at the QR code. A dialogue box appears in the viewfinder of the camera app.
- Tap the notification to open the link associated with the QR Code.
- Complete the form to document your attendance.
- If you are viewing this presentation on a computer, you can click the QR Code to access the link.





Airswift UK, Delphian House, New Bailey
Street, Manchester M3 5FS United Kingdom

t: +44 161 214 4950
f: +44 161 214 4987

e: info@airswift.com
w: www.airswift.com