Title: Accident/Incident Reporting

Purpose: This SOP details the procedures to notify Ryko Solutions Management in the event of a safety or environmental incident at the plant or in the field.

Procedural Steps:

Accidents and Reportable Environmental Incidents

1. Within 24 hours of an accident occurring, notify and send a preliminary incident report to the incident reporting database. For environmental incidents, immediately contact the EHS Manager (Corey Collett) at 515.986.7412 or 515.230.6533.

2. Immediately after the incident, begin an accident investigation. For all incidents (resulting in, or with potential for major loss), the supervisor will conduct a root cause analysis and submit the incident report and planned corrective actions.

ALL INCIDENT REPORTS MUST BE REPORTED VIA RYKO’S WEB PORTAL AT:
https://www.smartsheet.com/b/publish?EQBCT=2c9a481d997e4203b63f66860da71e91

3. The final incident report, with investigation and corrective actions, must be sent to Ryko Management within 7 calendar days after an incident occurs.

4. The incident will be reviewed by the EHS Manager and applicable team members.

5. If necessary, Ryko Solutions, Inc. will file other forms as required by their State.

Near Miss and Property Damage Incidents

1. Within 72 hours of a near miss occurring, notify and send a preliminary incident report with corrective actions.
Definitions:

**Near Miss** – an event where a hazard (potential for injury, property damage or loss of process) existed, but a team member identified the hazard BEFORE contact or loss occurred. A near miss can be safety or environmental in nature.

**Property Damage**
This type of accident results from physical damage to company or customer property or equipment. All incidents causing over $1000.00 in property damage require a drug screen to be performed.

**Accident** – an event where contact with a hazard is made by a team member or which results in ANY damage to person or property (tools, equipment, facilities of Ryko, contractors, vendors, customers, visitors, or loss of productivity.)

Accidents involving team members can be further classified as:

- **First Aid** – Team Member contact is made with a hazard, but no medical treatment beyond basic first aid is required.

- **Recordable** – The accident results in medical treatment beyond first aid, modified work duty, days away from work or death. All recordable incidents are subject to a non-DOT drug screen for plant workers and a DOT drug screen for FST’s.

*(note: use the OSHA definitions in 29 CFR 1904 to define first aid vs. recordable)*

**Reportable Environmental Incident** – an event where any material that escapes its’ original container and comes in contact with exterior air, land, or water. Please contact the EHS Manager immediately.

**INFORMATION REQUIRED FOR REPORTING OF WORK RELATED INJURIES AND ILLNESSES**
*(Grimes Facility Personnel)*

When should a report be made?

When an employee sustains an injury or develops an illness that requires medical attention as a result of work performed during the course of their workday. In addition, if an employee sustains a fall, physical blow, muscle strain, chemical exposure, etc. at work, which appears not to require immediate medical attention, it should also be reported. These types of injuries or illnesses could...
result in delayed physical problems. If the injury or illness has been reported immediately, there will be no question when future medical attention is necessary.

To whom should the employee report an injury or illness?

Employees who have sustained an injury or developed an illness as a result of work performed during their workday should report immediately to their supervisor. In the supervisor's absence, a report should be made to the Human Resources Department.

**After Hours Emergency Contacts-Grimes**

If your emergency is after hours, please contact your supervisor. If you are not able to reach your supervisor please call:

Corey Collett, EHS Manager-515.230.6533
Joe Ivy, VP of Operations-515.661.9334

How does the employee receive medical attention?

Immediately following an employee report to their supervisor, the employee will receive first aid treatment and evaluation from a member of the RYKO Medical Team. If the treatment is limited to first aid, the employee will return to work. If the injury or illness requires additional medical attention, the employee will be sent or transported to the company physician or to a hospital when applicable. Medical treatment for work related injuries and illnesses must be authorized by company personnel in the Human Resources Department. **Under no circumstances shall the employee be allow to drive themselves to receive medical attention.**

Iowa law requires a first report within three days of an injury or diagnosis of an illness, if the injury or illness results in lost time. Therefore, it is very important that employee internal reporting procedures are timely.

What is reported?

Information such as who was injured or became ill, and their address, telephone number, birthdate, and social security number.

Description such as how, when (date and time), and where the injury or illness occurred, what part of the body was affected, diagnosis of injury or illness, if lost time will result, and the name(s) of individuals who witnessed the injury or illness.

Information regarding where medical attention was received the physician's name, facility address, and telephone number.
INFORMATION REQUIRED FOR REPORTING OF WORK RELATED INJURIES AND ILLNESSES
(Field Sales and Service Personnel)

Who should report?

Employees who have sustained an injury or developed an illness as a result of work performed for the company during the course of their workday.

When should a report be made?

When an employee's injury or illness is such that medical attention is required from a doctor's office, clinic, hospital, etc. In addition, if an employee sustains a fall, physical blow, muscle strain, chemical exposure, etc., which appears not to require immediate medical attention, it should also be reported. These types of injuries or illnesses could result in delayed physical problems. If the injury or illness has been reported immediately, there will be no question should future medical attention be necessary.

In most states, the physician selection is at the discretion of the employer. Consult your Service Manager or the Human Resources Department for a list of applicable physicians/facilities.

How soon should the injury or illness be reported?

Immediately following an employee receiving medical attention and his/her condition is stable, a report should be made to Human Resources Administrator, at the home office in Grimes, Iowa. If the Human Resources Administrator is not available, another member of the Human Resources Department will take a message and the Administrator will return your call. In addition, the area Service Manager should be made aware of the situation immediately.

Iowa law requires receipt of a first report within three days of an injury or diagnosis of an illness, if the injury or illness results in lost time. Other states have various time frames for first reporting, therefore, it is very important that our internal reporting procedures are timely.

What should be reported?

Information such as who was injured or became ill, and their address, telephone number, birthdate, and social security number, description such as how, when (date and time), and where the injury or illness occurred, what part of the body was affected, diagnosis of injury or illness, and if lost time will result. Information regarding where medical attention was received, the physician's name, facility address, and telephone number.

Your assistance is necessary in order to coordinate correct and timely-reporting of work-related injuries and illnesses. Thank you.
(Reference 9.7 of the Field Service Policy Book.)