



MAGNUM CONSTRUCTION SERVICES INC.

INCIDENT REPORTING & INVESTIGATION PROCEDURE

Document Code: MCS-QHSE-18 | **Revision:** 1.0 | **Effective Date:** October 31, 2025

1. PURPOSE

To define the process for promptly reporting, investigating, documenting, and closing all incidents, near-misses, property damage, and occupational illnesses at Magnum Construction Services Inc. (MCS).

The objective is to:

- Protect life, property, and environment.
 - Identify root causes and contributing factors.
 - Implement effective corrective and preventive actions.
 - Comply with **OSHA 1904**, client contractual requirements, and Magnum's **ISO 45001** safety management obligations.
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2. SCOPE

Applies to **all MCS employees, subcontractors, and visitors** on any project or facility controlled by Magnum.

Covers:

- **Recordable incidents** (injuries/illnesses per OSHA 1904).
 - **First-aid cases and near-misses.**
 - **Property damage, environmental releases, equipment failures.**
 - **Motor-vehicle accidents and public-interaction events.**
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3. REFERENCES

- OSHA 29 CFR 1904 – Recording and Reporting Occupational Injuries and Illnesses
- OSHA 29 CFR 1926 Subpart C – General Safety & Health Provisions



- ISO 45001 – Clause 10.2 “Incident, Non-conformity, and Corrective Action”
 - EPA 40 CFR Part 112 – Spill Prevention
 - Magnum Field Safety Program (MCS-QHSE-02)
 - Corrective Action Register (MCS-QHSE-17C)
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4. DEFINITIONS

- **Incident:** Any unplanned event that results in or could have resulted in injury, illness, damage, or loss.
 - **Near-Miss:** An unplanned event that had the potential to cause harm but did not.
 - **Serious Incident:** Fatality, hospitalization, amputation, or structural failure requiring immediate OSHA/EPA notification.
 - **Root Cause:** Fundamental underlying reason that led to the incident.
 - **Corrective Action:** Measure implemented to eliminate the cause and prevent recurrence.
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5. RESPONSIBILITIES

Role	Responsibilities
All Employees / Subcontractors	Report all incidents and near-misses immediately to their supervisor. Preserve the scene and cooperate fully during investigations.
Supervisor / Foreman	Provide first-aid or emergency response, secure area, notify management, and complete initial report within 1 hour.
Safety Officer / EHS Manager	Lead the investigation, collect evidence, conduct interviews, identify root cause, and issue corrective actions via CAR (MCS-QHSE-17C).
Project Manager	Ensure implementation of corrective and preventive actions; communicate lessons learned to all crews.
Corporate EHS Director	Review all incident reports, ensure OSHA notification within required timeframes, maintain corporate log, and report trends to Executive Leadership.



Role	Responsibilities
Executive Leadership	Evaluate high-severity cases, allocate resources, and oversee systemic improvements.

6. REPORTING REQUIREMENTS

- **Immediate Notification (within 1 hour)** – to Project Manager and EHS Manager.
 - **Serious Incidents:** Notify Corporate EHS Director immediately; OSHA must be informed within 8 hours (fatality) or 24 hours (hospitalization, amputation, eye loss).
 - **Environmental Spills:** Report to EPA/local authorities within 24 hours per permit conditions.
 - **Client Notification:** Follow contract-specific timeframes.
 - **Near-Misses:** Record in the Near-Miss Log and include in weekly safety meetings.
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7. INCIDENT CLASSIFICATION

Class	Description	Notification Level
Class I – Critical	Fatality / multiple injuries / major structural failure	Corporate EHS Director + Executive Leadership immediately
Class II – Major	Recordable injury, hospitalization, equipment damage >\$10k	Project Manager + Corporate EHS within 1 hour
Class III – Minor	First-aid only or minor damage <\$10k	Site Supervisor within 1 hour – EHS log entry
Class IV – Near-Miss	No injury or damage but potential risk present	Record in Near-Miss Database – review weekly



8. INVESTIGATION PROCESS

Step 1 – Immediate Response

1. Stop work, secure the area, and provide medical care.
2. Prevent further injury or damage.
3. Notify supervisor and EHS immediately.

Step 2 – Initial Report

1. Complete **Incident Report Form (MCS-QHSE-18A)** within 1 hour.
2. Include photographs, witness details, and description of event.

Step 3 – Root Cause Analysis

1. Conduct interviews with involved personnel.
2. Apply **5 Whys** or **Fishbone Diagram** analysis.
3. Identify human, equipment, environmental, and procedural factors.

Step 4 – Corrective Action

1. Develop specific, measurable actions to prevent recurrence.
2. Enter all actions into the **CAR Register (MCS-QHSE-17C)**.
3. Assign responsibility and completion deadlines.

Step 5 – Verification & Close-Out

1. Verify effectiveness through inspection or observation.
2. Sign off by the EHS Manager and Project Manager.
3. Record closure in the **Corporate Incident Log**.

9. DOCUMENTATION

All incidents require the following records:

- Completed **Incident Report Form (MCS-QHSE-18A)**
- Photographs, witness statements, sketches
- Root Cause Analysis summary
- Corrective Action evidence
- OSHA logs (300, 300A, 301 as applicable)



Records are retained for **five (5) years** per **MCS-ADM-04 Records Management Policy**.

10. COMMUNICATION & LESSONS LEARNED

- All incident findings are reviewed during **weekly toolbox talks**.
 - High-severity cases are shared company-wide via **Safety Bulletin** within 7 days.
 - Lessons integrated into training, procedures, and future JHAs.
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11. TREND ANALYSIS & PERFORMANCE INDICATORS

Monthly KPI review through the **EHS Performance Dashboard (MCS-QHSE-17G)**:

- Total Incidents & Near-Misses
- TRIR (Total Recordable Incident Rate)
- LTIR (Lost Time Injury Rate)
- CAR Closure Rate %
- Average Days to Close-Out

Trends presented quarterly to the Executive Safety Review Committee.

12. RECORD CONTROL

- Original signed forms kept in site HSE binder for 30 days.
 - Scanned copies uploaded to the corporate EHS database within 48 hours.
 - Access restricted to EHS and Executive Leadership.
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13. APPROVAL SIGNATURES

Approved By	Title	Signature	Date
Michael Gaya	Executive Director / CEO	_____	_____
Anthony Magadino	President / Managing Partner	_____	_____
Corporate EHS Director		_____	_____
