INCIDENT MANAGEMENT AND REPORTING

(C-01) INCIDENT MANAGEMENT

1 PURPOSE

The purpose of this section is to provide the Management Team with clear directions and procedures for managing near miss incidents, personal injury incidents, work related illnesses, environmental incidents, vehicle incidents, incidents resulting in property damage, and incidents involving possible general liability claims against the company.

2 SCOPE

These procedures apply to all employees, contractors and/or others on the Versabar facility, motor vehicles or worksites.

3 DEFINITIONS

1. Incident - Any unplanned event which interferes with the orderly progress of work and causes, or reasonably could have caused, injury, illness or death of a person, a release of pollutants to the environment or property damage.

2. Near Miss Incident - An undesired event that, under slightly different circumstances, could have resulted in harm to people, damage to property, materials, or the environment.

3. First-Aid Incident - A one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require professional medical care even though the treatment may be administered by a physician or registered professional medical person.

4. Medical Case Incident – An injury incident requiring treatment by a doctor or other medical professional.

5. Light Duty Incident – An injury incident requiring treatment by a doctor or other medical professional in which the injured employee has work restrictions requiring assignment to other then his/her normal job.

6. Lost Time Incident – An injury incident requiring treatment by a doctor or other medical professional in which the injured employee can not return to work on his/her next scheduled work day because of the injuries received.

7. Third Party Incident – An injury incident requiring treatment by a doctor or other medical professional in which the injured person works for another company but was injured on our facility.

4 PROCEDURES

All incidents (injuries, illnesses, equipment / property loss or damage, vehicle loss or damage, fire, explosion, hazardous spills / releases, third party incidents, etc.) that occur on or involving a Versabar Facility, Motor Vehicle or Work Site shall be reported IMMEDIATELY to the Supervisor or Operations Manager of the location and to the HSE Department. The verbal report shall be followed by the appropriate written "First Report of Incident.

Employees must immediately verbally report to their Supervisor all:

1. **Near Miss Incidents,**
2. **Injuries to employees (including First Aid Cases),**
3. **Work Related Illnesses,**
4. **Equipment / Property loss or damage,**
5. **Releases or Spills of hazardous materials to the environment and**

6. **Injuries, vehicle damage and / or property damage resulting from an automobile / truck / vehicle incident on Public Roadways, Versabar Property and on other properties whether owned or not owned by Versabar.**

4.1 The Operations Manager

The Operations Manager is responsible for managing these incidents as outlined below.

The Supervisor is to visit or contact the incident site and to immediately insure that the emergency medical needs and comfort of injured/ill personnel are provided for as required.

After the medical needs of the injured/ill employee/s have been taken care of, the Supervisor or Operations Manager shall immediately verbally report the incident to the HSE Department. If the incident occurred on another company's property, the lease owner's representative shall also be notified as soon as possible.

4.2 The HSE Department

The HSE Department shall assist the Operations Manager, Supervisor, or Designee in determining which approved Emergency Medical Facility to take the injured personnel to and in determining who is to escort the injured/ill person to the approved Emergency Medical Facility. In the event that the injured / ill employee is brought to a customer shore base or other facility the Supervisor or Designee shall:

1. Arrange for the injured / ill employee to be met and transported (the injured / ill person must not be allowed to drive) to the Emergency Medical Facility or doctor's office. The Supervisor or Designee shall meet the injured / ill person and escort the employee into the emergency room or into the doctor's examination room.

2. Maintain contact with the injured / ill employee to ensure that the injured/ill employee is provided escorted transportation to the Versabar facility and that all other necessities are taken care of to ensure the employee's care and comfort.

3. The Designee will have the authority of a Supervisor to communicate with the medical professionals. As soon as possible, following the care and comfort of the injured/ill person/s, the following questions should be asked of the attending medical professionals:

   3.1. Will this injury result in a first aid case, medical case, restricted duty case or lost time case?

   3.2. Will the injured/ill employee be able to return to work tomorrow, on full duty or light duty? Versabar, Inc. will provide light duty work designed as per the doctor's restrictions. If the doctor designates work restrictions for a work related injured/ill employee, the Light Duty is mandatory.

   3.3. Are medications being prescribed? If yes, can "over-the-counter" medicines be used in place of prescription medicines?

4.3 Emergency Incident Resources Card

Each Supervisor and Manager shall have an "Emergency Incident Resources Card" on their person at all times while on the job.

FRONT

EMERGENCY INCIDENT RESOURCES CARD

1. **Meet and escort patient to medical facility.**
2. **Following care and comfort of the patient ask the doctor:**
   - **Will this injury result in first aid, medical restricted duty or lost time?**
   - **Will employee return to work on light or full duty?**
   - **Can over the counter medication be prescribed?**
3. **Contact Operations Manager and HSE Manager IMMEDIATELY.**
4. **Complete a written "Incident Report" and send it to the HSE Department within 24 hrs.**
5. **Ensure that a alcohol and drug test is completed.**
6. **Do Not discuss the incident with anyone other then Management and the HSE Department except as authorized by the HSE Manager or the VERSABAR, Inc. President.**

BACK

VERSABAR MAIN OFFICE NUMBER
Louisiana: (504) 392 3200
Texas: (713) 937-3100

1.	**NAME** Phil Wilkerson Sr.	**Home:** (504) 368-7873	**Cell:** (504) 915-1354
2.	**NAME** Jason Fabre	**Home:**	**Cell:** (832) 474-9580
3.	**NAME** Russell Juge Sr.	**Home:**	**Cell:** (832) 474-9569
4.	**NAME** Marchelli Hooper	**Home: (281) 655-7994**	**Cell:** (832) 472-5900
5.	**NAME** Dave Folse Sr.	**Home:**	**Cell:** (832) 260-5968
6.	**NAME** John Greeves	**Home:**	**Cell:** (832) 261-5875
7.	**NAME** Phil Rundle	**Home:**	**Cell:** (832) 335-0866
8.	**NAME** Jon Khachaturian	**Home:**	**Cell:** (832) 335-0753

4.4 Incident Investigation Procedure

4.4.1 Objectives

After the medical needs of the injured/ill employee/s have been taken care of, the investigation team shall investigate the incident and record the investigation results on the Versabar, Inc. "First Report of Incident" form and verbally report the incident to the HSE Department.

The HSE Manager shall be responsible for selecting the members of the investigation team.

The investigation shall include the following:

1. Obtain statements from each employee involved and all witnesses of the incident.

2. Take photographs of the incident scene,
3. Make simple drawing of the incident,
4. Secure all damaged, broken, loose, etc. equipment or components that were involved in the incident,
5. Record exact descriptions of any equipment involved, with model and serial numbers. The report shall be sent to the HSE. If the incident occurred on another company's property, the lease owner's representative shall also be notified as soon as possible.

4.4.2 Investigation Steps

1. The HSE Department will report the incident to the Versabar, Inc. Management Personnel listed on page (C-3) immediately as the case requires but no later then 4 hours after the incident occurred.

2. The Operations Manager, Supervisor or Designee with the assistance of the HSE Department shall ensure that an alcohol and drug screening of the injured/ill employee and all other employees involved in the incident (including any contract employees) is conducted. This should be done in conjunction with emergency medical care. Non-injured/ill personnel are to be tested as soon as possible. In all cases, tests shall be completed within 8 hours (alcohol) and 32 hours (Drug) of the incident.

3. If the incident occurred on Versabar property, the Supervisor is to insure the incident scene is secured and is to restrict entry into the area until released by the Operations Manager or HSE Manager following an investigation.

4. If the incident occurred on another company's property, the supervisor is to make a request of the owner, or responsible person, to leave the site unchanged and secured. They should be assured that conditions shall be restored as soon as possible. The supervisor is to advise Versabar employees to stay on the site until a thorough investigation is completed or until otherwise told to leave.

5. Employees are not to discuss incidents with customer representatives any more than is necessary. Do not make any comments to the news media, the public or other persons present. The facts surrounding an incident cannot be determined until a complete incident investigation is conducted. All contact with local, state and federal investigation personnel and/or news media personnel shall be conducted by the HSE Manager at the direction of the Director responsible for the incident site.

6. Depending on the Severity Potential Index assigned to the incident, the Supervisor, Operations Manager or Director will lead an investigation of the incident. Incident Investigations procedures are outlined in procedure (C-02).

7. Individuals conducting the investigation are responsible for completing the "Incident Investigation & Root Cause Analysis Report" Procedure (C-02). All incident reports shall be submitted to the HSE Department.

8. The root cause(s) of the incident will be determined, with assistance of the HSE Department. The Operations Manger or Supervisor is to take appropriate corrective actions to help prevent re-occurrence of a similar incident.

9. The HSE Department shall insure that the information gained from the incident is distributed to Corporate Management, the affected Operations Manager and all Versabar Employees.

4.5 Vehicle Incidents

The manager is responsible for insuring drivers of company vehicles and private vehicles used for company business are trained and held responsible for managing vehicle incidents as follows:

1. The Driver and/or other employee involved in the incident shall insure that all injured/ill personnel are provided emergency medical care before any incident assessment and investigation is conducted.

2. The Driver and/or other employee involved in the incident shall contact the State and/or local police for assistance and to investigate the incident. (Mandatory for all vehicle incidents off company property.)

3. The Driver and/or other employee involved in the incident shall contact the Supervisor or the manager immediately.

4. After the medical needs of the injured/ill employee/s have been taken care of, the Supervisor or Operations Manager shall immediately verbally report the incident to the HSE Department. If the incident occurred on another company's property, the lease owner's representative shall also be notified as soon as possible.

5. The HSE Department shall assist the Operations Manager, Supervisor, or Designee in determining which approved Emergency Medical Facility to take the injured personnel and to:

6. Arrange for the injured / ill employee to be met and transported (the injured / ill person must not be allowed to drive) to the Emergency Medical Facility or doctor's office. The Operations Manager, Supervisor or Designee shall meet the injured / ill person and escort the employee into the emergency room or into the doctor's examination room.

7. Maintain contact with the injured / ill employee to ensure that the injured / ill employee is provided escorted transportation to the Versabar, Inc. facility and that all other necessities are taken care of to ensure the employee's care and comfort.

8. The Driver shall exchange insurance information, names and phone numbers of the other drivers involved in the incident.

9. The Driver and/or other employee involved in the incident shall take photographs of the incident scene, the company vehicle and any other vehicles or property involved in the incident. (A "one time use" camera shall be maintained in the vehicle at all times.)

10. The Driver and/or other employee involved in the incident shall complete the "Vehicle Incident Report" while still at the incident location. Copies of these forms are to be maintained in the vehicles at all times. (Refer to Procedure (C-03) for reporting procedures.) This form records specific information concerning the incident, damages, and identification of other vehicles or property damaged, injuries, witnesses and other related information. The form is to be completed in its entirety immediately.

11. The Driver and/or other employee involved in the incident shall request a copy of the Police Officer's incident report.

12. The HSE Department will report the incident to the Versabar Management Personnel listed on page (C-3) immediately as the case requires but no later then 8 hours after the incident occurred.

13. The Operations Manager, Supervisor or Designee with the assistance of the HSE

Department shall ensure that an alcohol and drug screening of the injured/ill employee and all other employees involved in the incident (including any contract employees) is conducted. This should be done in conjunction with emergency medical care. Non-injured/ill personnel are to be tested as soon as possible. In all cases, tests shall be completed within 8 hours (alcohol) and 32 hours (Drug) of the incident.

14. The Driver, the Operations Manager and the HSE Manager shall review the incident to determine what actions (Defensive Driving) could have been taken by the Driver to avoid the incident.

15. The HSE Department shall insure that the information gained from the incident is distributed to Corporate Management, the affected Operations Manager and all Versabar Employees.

4.6 INCIDENT RECORDS

The HSE Department shall maintain a separate file for each incident.

Each file shall be filed by date and will include:

1. All written and recorded incidents reports;
2. Photographs;
3. Inventory lists of damaged / destroyed equipment;
4. Location of damaged / destroyed equipment;
5. Statements of witnesses and those involved in the incident; and
6. Incident reports from government agencies.

Each file shall be retained by the HSE Department for five (5) years.

5 LIGHT DUTY PROCEDURES

5.1 Procedures for Operations Manager

Each employee that is assigned “restricted work” by a doctor as a result of a work related injury or illness shall work as per this section.

Light Duty is mandatory, when “work restrictions” are assigned by a doctor. A Light Duty Work Assignment shall be designed strictly as per the doctor’s restrictions.

An employee assigned light duty shall work no more than eight (8) hours per day and no more than forty (40) hours per calendar week.

5.2 Notification

Each employee must present to the Operations Manager a release to work from the treating doctor which clearly states the employee’s physical restrictions, before the employee can return to work on light duty.

Upon determination of light duty status, the Operations Manager shall ensure:

1. The Employee is instructed on exactly what his/her job duties are and the physical limitations imposed by theses restrictions.

2. The Employee is instructed that his/her work day is no more than eight (8) hours and that his/her work week is no more than forty (40) hours per calendar week.

3. The Operations Manager or designee and the HSE Manager shall monitor the employee to insure compliance with the work restrictions.

5.3 Records

The Operations Manager shall send the release form to the HSE Department with a description of the light duty work the employee is being assigned.

The HSE Department shall include this information in the "Incident File".

6 RETURN-TO-WORK

6.1 Procedures

All employees returning to full duty work status, after a light duty assignment, extended (more then 3 days) non-work related illness, a non-work related injury or a work related injury / illness shall:

- Present the HSE Manager with a full duty medical release from their treating doctor,
- Be given a return to work drug and alcohol test,
- Be sent to the Versabar, Inc. Doctor and receive a complete return to work physical. The Versabar, Inc. Doctor must also, give them a full duty medical release, and
- Be sent to the physical testing facility for an essential function test for a full duty essential functions release.

If the employee successfully completes ALL of these requirements, then the employee will be released for Full Duty by the HSE Department and reassigned to a full duty job.

6.2 Records

The HSE Department shall include each doctor's release, the physical testing facility's release and any related information in the "Incident File".

(C-02) INCIDENT INVESTIGATION

1 PURPOSE

The purpose of this section is to provide Managers with clear directions and procedures for performing incident investigations. Investigations of the facts surrounding an incident allow for a determination of the root causes. Once root causes are determined, proper corrective actions can be taken to reduce the possibility of incident reoccurrence.

2 SCOPE

These procedures apply to all employees, contractors and/or others on the Versabar, Inc. facility, motor vehicles and worksites.

3 DEFINITIONS

Incident - any unplanned event which interferes with the orderly progress of work and causes, or reasonably could have caused, injury or death of a person, a release of pollutants to the environment, or property damage.

4 PROCEDURES

Incident investigations are to be conducted immediately after emergency medical care is provided to injured or ill person/s and the incident site is secured. Investigations are to be conducted by teams determined by the severity potential of the accident.

Managers and Supervisors are responsible for recognizing unsafe acts and conditions, insuring that all incidents are investigated, and for the taking necessary corrective actions. Near miss incidents, incidents resulting in injury, work related illnesses, equipment or property damage, and incidents that could reasonably result in a liability claim are to be reported to the Operations Manager as soon as possible following the event. Timely, accurate and complete incident investigation is mandatory.

4.1 Supervisor Responsibilities

Verbally report the incident to the and Operations Manager and HSE Department immediately. Then either conduct or participate in the preliminary investigation of the incident.

The Preliminary Investigation shall include:

1. Written statements from each employee involved and all witnesses of the incident. Include the individuals: name (printed) signature, address, telephone number and the date on each statement.

2. Photographs of the incident scene,

3. A Simple Drawing of the incident,

4. Securing all damaged, broken, loose, etc. equipment or components that were involved in the incident,

5. Recording exact descriptions of any equipment involved, with model and serial numbers.

A preliminary report consisting of the above information shall be forwarded to the HSE Department as soon as completed. If the incident occurred on another company's property, the lease owner's representative shall also be notified as soon as possible.

If the incident occurred on Versabar, Inc. property, the Supervisor is to insure the incident scene is secured and is to restrict entry into the area until released by the Operations Manager or HSE Director following an investigation.

If the incident occurred on another company's property, the supervisor is to make a request of the owner, or responsible person, to leave the site unchanged and secured. They should be assured that conditions shall be restored as soon as possible. The supervisor is to advise employees to stay on the site until a thorough investigation is completed or until their Operations Manager releases them.

Employees are not to discuss incidents with customer representatives any more than is necessary. Do not make any comments to the news media, the public or other persons present. The facts surrounding an incident cannot be determined until a complete incident investigation is conducted. All contact with local, state and federal investigation personnel and/or news media personnel shall be conducted by the HSE Director and the Human Resource Manager at the direction of the Vice President of Operations.

4.2 Determine Severity of the Incident

The Operations Manager or HSE Manager shall determine the Severity Potential Index with assistance from the HSE Department. The Severity Potential Index is an assigned code that represents the realistic "worse case" scenario for incidents. This index is used to select the Investigation Team Members. The Severity Potential Index is to be determined from the combination of the possible consequence of the incident and its likelihood of re-occurrence. Guidelines for these criteria are outlined below.

CONSEQUENCE RATING

INDEX	DESCRIPTION
A	Major – More than two lost time injuries, one or more fatalities, and/or property loss or liabilities greater than $50,000.
B	Serious - Lost time injury, and/or potential property loss or liabilities greater than $10,000 but less than $50,000.
C	Moderate – Medical injuries not resulting in lost time, and/or potential property loss or liabilities greater than $1,000 but less than $10,000.
D	Minor – First aid cases, and/or potential property loss or liability less than $1,000.

RE-OCCURRECE RATING

INDEX	DESCRIPTION
1	Frequent – Could occur every week
2	Occasional – Could happen once every six months
3	Seldom – Incident could happen once per year
4	Rare – Incident could happen once every two to five years

(C-02) INCIDENT INVESTIGATION

The combination of these two criteria is used in conjunction with the grid below to determine an overall severity potential for the incident.

SEVERITY POTENTIAL INDEX MATRIX

		RE-OCCURRENCE RATING			
		1 (Frequent)	2 (Occasional)	3 (Seldom)	4 (Rare)
SEVERITY RATING	A (Major)	*SEVERE*	*SEVERE*	*SEVERE*	*SEVERE*
	B (Serious)	*SEVERE*	*MODERATE*	*MODERATE*	*MODERATE*
	C (Moderate)	*MODERATE*	*MODERATE*	*LOW*	*LOW*
	D (Minor)	*LOW*	*LOW*	*LOW*	*LOW*

Finally, once the Severity Potential has been determined the make-up of the investigation team can be defined. The more serious the Severity Potential, the more the involvement of Senior Management. The Operations Manager or HSE Manager is responsible for notifying team members.

INVESTIGATION TEAM MAKE-UP

INDEX	INVESTIGATION TEAM
SEVERE	Leader: Director Members: Safety Manager Operations Manager Supervisor
MODERATE	Leader: Operations Manager Members: Safety Manager Supervisor
LOW	Leader: Operations Manager Members: Safety Manager Supervisor

4.3 Investigation Team Responsibilities

The Investigation Team Shall perform the following:

1. Collect and record the facts surrounding the incident on forms as attached to this procedure.

2. Photograph the incident site, equipment involved and components directly involved in the event.

3. Secure any loose equipment or components directly involved in the event for potential further investigation later. If not possible to secure the equipment, make note of who has taken such property and where it has been taken. Do not release any item(s) without permission from the HSE Department.

4. Record exact descriptions of any equipment involved, with serial numbers.

5. Obtain the names, addresses and telephone numbers of as many witnesses as possible. Listen and report any comments made by witnesses to each other or to other persons.

6. Obtain written statements from each employee involved and all witnesses of the incident. Include the individuals: name (printed), signature, address, telephone number and the date on each statement.

7. Incident investigations should focus on processes rather than the individual(s) involved. Root causes of the accident must be determined in order to make appropriate changes to prevent reoccurrence

8. In the event of a serious incident, only those individuals who are directly involved in investigation activities (actual witnesses, authorized public service representatives, such as police, fire, and ambulance personnel and decision-making management representatives) are to be included in the occurrence review. As little as necessary is to be discussed with anyone.

9. Inquiries from the media, governmental agencies, or others are to be referred to a Director.

10. Individuals conducting the investigation are responsible for completing the "Incident Investigation & Root Cause Analysis Report". All incident reports shall in the first instance be submitted to the HSE Manager. The HSE Manager shall be responsible for submitting the report to senior Management.

11. The root cause(s) of the incident will be determined, with assistance of the HSE Manager. The Operations Manager and / or Supervisor are to take appropriate corrective actions to help prevent re-occurrence of a similar incident. Additional updates or amendments to the Safety Management System may also be generated. The implementation of any such changes will be via the Management of Change Process (Reference procedure B-07). Specific employee feedback or additional training sessions may be used when a specific message or update is required.

5 ROOT CAUSE ANALYSIS

5.1 Definitions

A Direct Cause is the event that was immediately responsible for the incident. (i.e. – The employee struck his right index finger with a knife and cut his finger. Striking his hand with a knife directly caused the cut.)

A Root Cause is any event that was first in a chain of events that caused the incident. (i.e. – The employee was not familiar with using knives. He was new to the job and did not receive and training on using knives. Not being trained is a root cause for the incident.) Common examples of "Root Causes" are: inadequate worker training, poor maintenance, inadequate policies and procedures, ineffective employee motivation, lack of accountability, improper selection of material or equipment. The systematic understanding of the root causes of incidents and their subsequent removal will result in a continuous improvement in HSE performance.

5.2 Root Cause Determination

Root Causes can be determined by performing the following analysis:

1. Record any at risk acts that may have affected the incident. An at-risk act is any hazard created as a result of human behavior.

2. Record any at risk conditions that may have contributed to the incident. An unsafe condition is any physical hazard related to equipment, materials, structures, or other physical elements of the workplace.

3. Thoroughly investigate the following three areas and make note of any needed improvements:

    a. Equipment – proper selection, use and maintenance
    b. Material - proper selection, handling and processing
    c. People / Behavior – proper selection, training and leadership

4. Determine the root causes by determining why at risk actions were taken and/or why conditions existed that resulted in the incident.

5.3 Corrective Actions

The Investigation Team shall recommend process and/or behavioral changes (corrective actions) to prevent similar incidents.

The Operations Manager and Supervisors shall insure corrective actions are made to minimize the potential for incident reoccurrence.

The HSE Department shall communicate lessons learned from the incident throughout the company.

VERSABAR SAFETY MANAGEMENT SYSTEM

Form (C-2)(F-1)

HSE Incident Report

Type of Incident:
Check all appropriate boxes. See Status Bar at bottom of screen for definitions and more information.

☐ Spill	☐ Injury / Illness	☐ Theft
☐ Leak	☐ First Aid	☐ Assault
☐ Atmospheric Release	☐ Road Incident	☐ Equipment-Property Damage
☐ Nonconformance	☐ Third Party Transport	☐ Drug / Alcohol Abuse / Possession
☐ Potential Violation	☐ Maritime Incident	☐ Terrorist / Guerilla Activity
☐ Environmental Event	☐ Pipeline Incident	☐ Fire-Explosion
☐ Near Miss – Safety	☐ Air Transport Incident	☐ Production Loss
☐ Near Miss – Environmental Loss	☐ Complaint	☐ Reputation / Business

Actual	Potential		
☐	☐		First Aid or recordable injury without hospitalization, property damage <$110K,
☐	☐	**Medium**	DAFWC injury requiring hospitalization, property damage $110K - $1MM, spill 1 – 100 bbls
☐	☐	**High**	Fatality, property damage $1MM - $10MM, spill 100 – 1000 bbls
☐	☐	**Reputation Damage**	Multiple fatalities, property damage >$10MM, spill >1000 bbls

Primary Company Involved _____ Rig / Facility / Vessel _____
Incident Date & Time _____ Incident Reported to _____
Date & Time Reported _____

Description of Occurrence

.

Safety Stand down Conducted? ☐ Yes ☐ No **Material Releases Only:** Quantity Recovered:
Drug & Alcohol Test Mandatory? ☐ Yes ☐ No Secondary Containment Breached? ☐ Yes ☐ No

Corrective Action:

Medical Treatment Provided to Injured Party:

Sent By:

Employee: _____ Supervisor: _____
Date: _____ Date: _____

(C-02) INCIDENT INVESTIGATION

(C-03) INCIDENT REPORTING

1 PURPOSE

The purpose of this section is to provide the Operations Manager and Supervisors, with clear directions and procedures for reporting incidents that affect the health and safety of workers, or impacts the environment in which we work.

An incident is defined as any unplanned event which interferes with the orderly progress of work and causes, or reasonably could have caused, injury or death of a person, a release of pollutants to the environment, or property damage.

2 SCOPE

These procedures apply to any incident involving employees, contractors and/or others affected by an incident on the Versabar facility, vehicles or worksites.

3 PROCEDURES

Managers and Supervisors are responsible for timely, accurate and complete reporting of near miss incidents, incidents resulting in injury, work related illnesses, equipment, or property damage, and incidents that could possibly result in a liability claim. It is the responsibility of the Manager to notify the employer of any customer, visitor, contractor, or vendor employee injured while on Versabar facility, vehicles and/or work sites. The following procedures and instructions for completing report forms are outlined by type of incident. Examples of the report forms are included in this section.

4 INCIDENT REPORTING

All incidents that occur at the Versabar facility and / or Work Sites (including third party incidents) shall be reported IMMEDIATELY.

Employees must immediately verbally report to their Supervisor all:

1. Near Miss Incidents,
2. Injuries to employees (including First Aid Cases),
3. Work related illnesses,
4. Equipment / property loss or damage,
5. Releases or spills of hazardous materials to the environment and
6. Injuries resulting from automobile / truck / vehicle incident on Public Roadways, Versabar Property and on other properties whether owned or not owned by Versabar

The Supervisor is to visit the incident site and to immediately insure that the emergency medical needs and comfort of injured/ill personnel are provided.

After the emergency medical needs of the injured/ill employee/s have been taken care of, The Supervisor shall immediately contact the Operations Manager and verbally report the incident.

The Operations Manger will immediately contact the HSE Manager, see the contact list Section C-4, and provide assistance in managing the incident.

The Operations Manager shall report the incident to the Vice President Operations immediately.

The Vice President Operations shall notify Versabar, Inc. Chief Operating Officer (within 6 hours) regarding the key facts of any: Lost Time Incident, potential Lost Time Incident or other Incident with potentially serious consequences.

5 "FIRST REPORT OF INCIDENT"

All incidents that occur at the Versabar facility and / or Work Sites (including third party incidents) shall be reported IMMEDIATELY.

The Supervisor shall process the information, insure proper investigation and insure corrective actions are taken.

The "HSE Incident Report" (C-2)(F-1), completed as soon as possible by the Work Site Supervisor to provide a written report of the incident to the Operations Manager and the HSE Manager:

- The event has occurred and / or
- The injured personnel have left the work site or have been provided first aid and returned to work.

The Supervisor shall use the "HSE Incident Report" to report:

1. Near Miss Incidents,
2. Injuries to employees and third party personnel (including First Aid Cases),
3. Work Related Illnesses,
4. Equipment / Property loss or damage, and
5. Releases or Spills of hazardous materials to the environment.

6 WORKERS' COMPENSATION REPORTING

All incidents and work related illnesses will be verbally reported to the HSE Department, Immediately, by telephone followed by a written report, within 2 hours, on the "First Report of Incident" form.

The HSE Department working with the Human Resource Department will determine if the case is covered by: The Longshoremen and Harbor Workers Act (offshore platforms and dockside) or The State Workers' Compensation Acts (all others). The Human Resource Department will send the reports of all the State Workers' Compensation Act cases and of all the Longshoremen & Harbor Workers Act cases to the worker's compensation insurance company claims department.

Longshoremen & Harbor Workers' Act

The HSE Department will complete the U.S Department of Labor, "First Report of Injury or Occupational Illness" form number LS-202 for all injured and work related ill employees working on offshore platforms and / or dockside. The HSE Department will send the completed report form to the insurance company's "New Claims Department" (Fax Number:). The insurance company shall file the report with the United States Department of Labor within (10) days of the incident for all Lost Time Cases. The HSE Department will verbally notify OSHA, when the number of injured and/or the severity (fatality) of the incident requires that OSHA be notified. HSE Department will complete the OSHA Form 300, if the incident includes a recordable injury or illness.

The Company shall comply with the workers' compensation laws of each state in which the Company has facilities.

The Corporate HSE Department will administer workers' compensation claims and payments in accordance with applicable rules and regulations.

(C-03) INCIDENT REPORTING

The Company shall strive to reduce workers' compensation claims by providing the best possible working conditions. The status of an employee will not be affected by the filing of a workers' compensation claim. No job applicant will be rejected for having applied for and received workers' compensation payments. Company financial and social obligations shall be met by active involvement in Second Injury Funds wherever appropriate.

6.1 Claim Files

A claims file shall be maintained in the Human Resources Department Office. These files shall be organized and maintained as follows:

1. There shall be an individual, specific and separate file for each incident.

2. Each file shall be identified by the date of the incident and the name of the employee or claimant involved.

3. If two (2) or more parties are involved in the incident each person / or party shall have a separate and individual file.

4. Employee medical records and incident files shall not be kept together or in the employee's personnel file. There shall be an individual, specific and separate file for medical claims, incidents and personnel records.

5. Each file shall contain the following information:

   a. State Workers Compensation or Longshoremen's & Harbor Workers Act - First Report of Injury --- for work related injured / ill employees.
   b. Information relating to each claim (doctor report, medical tests, x-ray copies, etc.) This is for injured company, contractor, visitor, neighbor and vendor personnel.
   c. The HSE Incident Report form.
   d. The Root Cause Analysis Flow Chart.
   f. All appropriate U.S. Coast, Mineral Management, OSHA, Police Department and/or Fire Department incident reports.
   g. Photographs and witnesses statements.
   h. Any other information / notes pertinent to the investigation and assessment of the incident.

6.2 Compensation Benefits

The injured employee will receive compensation benefits as prescribed by the appropriate governing agency. The HSE Department will review each case within 48 hours of the occurrence, to determine which governing agency (Texas or Louisiana Workers' Compensation Commission or US Department of Labor - Longshoremen & Harbor Workers' Act) will have jurisdiction over the case.

A chart, see below has been developed to reflect waiting periods and retroactive periods for income benefits for workers' compensation claims. When an employee is off work for less time than specified in the waiting period, he/she does not qualify for workers' compensation income. The employee will, however receive personal/incidental time off (incidental time, vacation) if applicable. If personal/incidental time off is not applicable, the employee <u>does not</u> receive compensation for the time lost.

Calculating days lost due to an injury on the job does not begin with the date of the injury/illness. The first business day following the injury/illness will begin the days lost. For example, if an employee is injured on the job Friday and cannot return to work until Wednesday, he/she has lost two (2) days (Monday & Tuesday).

Please direct all questions or comments regarding workers' compensation waiting periods and retroactive periods for income benefits to the HSE Department.

6.3 Light Duty

When an employee has received medical attention, a release for Light Duty may be given. For these cases the employee will be allowed to return to work and all reasonable care will be made to ensure that no further aggravation of the current medical condition arises. Following medical review a full duty release may be given.

WORKERS' COMPENSATION
WAITING PERIOD FOR INCOME BENEFITS

STATE	WAITING PERIOD	RETROACTIVE PERIOD
Texas	7 Days	6 Weeks
Louisiana	7 Days	6 Weeks
Longshoreman's & Harbor Workers' Act	3 Days	_____

6.4 OSHA Log 300

Each Fatality, Lost Time Accident, Medical Treatment Work Related Accident and Illness occurring to any Versabar employee and contractor (injured on a Versabar job and/or property) must be recorded on the OSHA Log # 300. The original of the OSHA Log # 300 shall be maintained by the HSE Director and be made available for review by authorized representatives of the State and/or United States Occupational Safety and Health Administration. Each injury / illness must be recorded on the Log within seven (7) calendar days of the incident.

The OSHA Log # 301 must be posted, in a common area of each facility, during the months of February, March and April of the year following the year of record.

6.5 OSHA Form 301

The HSE Department shall complete an OSHA Form # 301 for each personnel injury recorded on the OSHA Log # 300. These documents shall be filed with the corporate OSHA Log # 300.
Near Miss Incident File

The HSE Department shall maintain a "Near Miss Incident" file. Copies of all Near Miss Incident reports, with the action taken by the Operations Manager, shall be sent to the HSE Department as per section C-3 "Incident Reporting".