

# Incident Reporting Procedures

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Airswift Safety Training

Safety Specialist

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# What is an incident?

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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 as evidence may be removed

# 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 your **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 to an external Occupational Health Clinic.

## Airswift Safety will also conduct an investigation

- ☐ Interview injured Contractor and any Witnesses
- ☐ Determine the root cause
- ☐ Provide Corrective Action
- ☐ File the Worker's Compensation Claim
- ☐ Report to OSHA, as required
- ☐ Communicate with the Worker's Compensation Adjuster or State Department of Labor



# Incidents: What you need to know

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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 Airswift by emailing [USincidents@airswift.com](mailto:USincidents@airswift.com)

Continue to communicate with the Client Supervisor following the event/incident

Ensure an Incident Report Form is complete by the Injured Contractor and any witnesses as soon as possible

Remember that Airswift is here to help



# New Airswift safety badge

- To streamline incident reporting procedures, ALL Airswift Employees and Contractors will receive the new Airswift safety badge
- This safety badge is a required uniform item, and all Airswift Employees and Contractors must have it on them at all times.
- The safety badge provides contact information in case of an emergency, accident, injury, or near-mis, as well as our Life Saving Rules.
- Use the camera on your mobile device to scan the QR code on the badge, and you will be prompted to visit our HSE Management System on our website, which hosts our Policies, Procedures, Forms, Training Presentations, Safety Moments/Tool Box Topics, resources and more.







Axiom is a 24/7 Injury Case Management Service, which provides medical professionals specialized in occupational health who:

- Determine if the injury/illness can be managed with first aid or warrants a clinic visit
- Help reduce lost time away from work
- Are aware of Airswift's Drug & Alcohol testing requirements

## WHAT IS A NEAR-MISS?

- A **near-miss** is an unplanned event that does not result in injury, illness, or damage, but had the potential to do so – where 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 or energy exchange. There is no contact with the individual or machinery. For example, a mechanic drops a heavy wrench from atop haul truck to the shop floor.

## WHY SHOULD I REPORT A NEAR-MISS?

- 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 from happening in the future without anyone getting hurt.
- You should get into the habit of reporting near-misses, and consistently following incident reporting procedures for all injuries, incidents, and near-misses.

# Reporting a Near-Miss

- Always report any UNSAFE environment or NEAR MISS to your immediate supervisor and to your Airswift contact.
- Near misses can show possible serious injuries if investigated.

“Learning from what could have happened far outweighs learning from what did happen.”



# What is Worker's Comp?

- Worker's Compensation is a form of insurance that 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 U.S. Department of Labor oversees offshore claims (USL&H)



# What is Worker's Comp?

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- Every work-related injury beyond first aid is reported to the Worker's Compensation Insurance Company
- The Worker's Compensation Adjuster determines whether the injury is work-related and gives rise to a worker's compensation claim
- All injury-related medical bills are paid by the Worker's Compensation Insurance Provider
- The Adjuster will communicate directly with the injured worker if they are taken off work due to their injury
- Reporting to Worker's 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 **eight (8) hours** of the event

# Return to Work Program

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- Airswift is committed to working with our Clients to provide 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, Airswift must make a **Bona Fide Offer of Employment Letter** to the Contractor for the restricted work assignment.

# Benefits of the Return to Work Program

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- Recovery time may be shortened
- Job skills can be retained and worker won't fall behind
- Helps avoid loss of physical fitness due to inactivity
- Less likely to experience secondary complications
- May require less medical care and medication





Thank you for attending this training!

To document your attendance and participation, please scan the QR code with your smartphone or mobile device:

1. Open the camera on your device and point it at the QR code
2. A dialogue box should appear at the top of your screen or in the viewfinder of the app
3. Tap the notification to open the link in your mobile Internet browser
4. Complete the online form to document your attendance





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