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INCIDENT MANAGEMENT AND REPORTING

1. OBJECTIVE

The objective of this procedure is to establish a standard for incident notification and incident investigation outlining the roles, responsibilities, and timeframes for delivery of a quality incident investigation. This procedure does not provide instruction on how to investigate.

2. SCOPE

This procedure applies to all incidents occurring at or related to the Valentine Gold Mine.

3. REFERENCES

- EQX Corporate Policy #EQX-CORP-HS-008-01 – Incident Management

4. DEFINITIONS

- Community Impact
  - During a workplace activity, or a VGM controlled equipment/product causes harm, inconvenience, or unacceptable exposure to the community. Community refers to people, organizations, and/or locations.

- Contributing Factors
  - Is not the direct cause of an incident but played a part in what occurred

- Environment
  - During a workplace activity, an event occurs where there is a negative impact on Air, Land, Fauna, or Water quality.

- Hazard
  - A condition or practice where there is a potential for an injury to a person, property damage, process loss, environmental impact, or other undesirable consequence.

- Hierarchy of Controls
  - A method of considering appropriate controls to be implemented in response to an identified risk. (Elimination, Substitution, Engineering, Administrative, Personal Protective Equipment).

- HIPO
  - Any incident that has the potential to cause fatalities, serious injuries or permanent disabilities, major property damage (exceeding $50,000), or significant environmental impact. This includes any reportable occurrence to Service NL – OHS Division.

- ICAM
  - Incident Cause Analysis Method: A structured method of incident investigation.

- Immediate Control
  - Immediate actions which may be required to manage an incident consequence such as providing first aid or extinguishing a fire.

- Injury
  - A worker's physical or mental health is negatively impacted by a work task or workplace exposure.

- Near Miss
  - An event which, under slightly different circumstances, could have resulted in harm to an individual, damage to equipment, process loss, environmental impact, or other undesirable consequence.

- Process Loss
  - Where production time is lost due to insufficient planning, unplanned activity, or breakdown.

- Procedural Breach
  - Where a worker knowingly conducts an activity/task against the documented requirements.

- Property Damage
  - Mobile Equipment or Infrastructure is damaged during operation activities because of operational conditions and practices. Mobile Equipment or Infrastructure that is damaged through mechanical or electrical failure not related to operation is not considered an incident. The potential outcome of this kind of observation may be a Process Loss or a request for maintenance (no incident).

- Root Cause
  - Underlying reason for the occurrence of an incident.

- Security
  - Security incidents may include:
    - Theft of VGM equipment or property
    - Imminent harm to a person from others

5. ACRONYMS

6. PROCEDURE

Injury Classification

Report Only

- Visit(s) to a health-care provider for the sole purpose of assessment/observation.
- Administration of tetanus/diphtheria shot(s) or booster(s).
- Diagnostic procedures including the use of prescription medications solely for diagnostic purposes.

First Aid Injury

- Use of non-prescription medications including antiseptics at non-prescription strengths.
- Simple administration of oxygen.
- Cleaning, flushing or soaking wounds on skin surface.
- Use of wound coverings such as bandages, gauze pads, etc.
- Use of hot and cold therapy (e.g. compresses, soaking, whirlpools, non-prescription creams/lotions for local relief except for musculoskeletal disorders).

- Use of any totally non-rigid, non-immobilizing means of support (e.g. elastic bandages).
- Using temporary immobilization devices while transporting an accident victim (e.g. splints, slings, neck collars, backboards etc.).
- Drilling of a nail to relieve pressure or drain fluid from a blister.
- Use of eye patches.
- Removal of foreign bodies embedded in the eye only if irrigation or removal with cotton swab is required.
- Removal of splinters or foreign material from areas other than the eyes by irrigation, tweezers, cotton swabs or other simple means.
- Using finger guards.
- Using massages.
- Drinking fluids for relief of heat stress.
- Butterfly bandages, Steri-Strips or Surgical Glue
- Basic CPR and AED use (where trained).
- Transport to medical aid (as supportive action).

Medical Treatment Injury

- Work-related illness or injury that is beyond first aid, provided by a licensed healthcare professional, which does not result in time lost from work or restricted duties. This is a recordable case.
- At a minimum, the following are considered medical treatment beyond first aid:
    - Stitches/sutures.
    - Prescription drugs, or non-prescription drugs at prescription strength.
    - Setting a fracture.
    - Surgical procedures.
    - Use of rigid supports (e.g. cast or hard brace)
    - Physical therapy/chiropractic treatments when prescribed.
    - Treatment of bruises by drainage of blood
    - Treatment of second- and third-degree burns
    - Loss of consciousness

Modified Duty/Restricted Duty Injury

- May consist of, but is not limited to, the employee's normal work that has been changed, redesigned, or physically modified, including reductions in time or volume. It may also encompass a training opportunity, work which is normally performed by others, or work which has been specifically designed or designated as a modified work program. The goal of modified work is to provide the injured employee with the opportunity to utilize the work site as part of their treatment program. The work acts as a bridge, enabling an employee to work toward a return to their normal job and the normal activities of their life. The work will be appropriate, meaningful, and productive. All work will be performed safely and without undue risk of re-injury and without undue risk to others or Equinox Gold property. **The incident must have already been classified as Medical Treatment before Modified Duties can be offered.**

Lost Time Incident (LTI)

- A work-related injury or illness that results in the employee being unable to work for at least one full day/shift after the day of incident. This is a recordable case.

Fatality

- A fatality is defined as the death of a worker (employee or contractor) resulting from a work-related injury or occupational illness, regardless of the time between the incident and the death. This is a recordable case.

Non-Work Related

- Worker exacerbates a known injury or illness while in the workplace OR worker is injured or becomes ill while in the workplace but not due to a work task or occupational exposure.
- These incidents will be managed outside this SOP.

Event Types

Incident

- An incident is an unintended occurrence that resulted (or could have resulted) in injury, damage, or loss. This includes all occupational injuries / illness, damage to property, damage to the environment, and loss to processes.

Significant Environmental Incident

- An environmental incident or regulatory non-compliance that meets the consequence classification criteria of Moderate, Major, or Catastrophic as defined in the Incident Reporting Chart.

High Potential Incident (HIPO)

- Any incident that has the potential to cause fatalities, serious injuries or permanent disabilities, major property damage (exceeding $50,000), or significant environmental impact. Key Characteristics of high potential events include:
    - High risk potential – while actual consequences may have been minor or avoided, the event had the potential for serious harm.
    - Valuable learning opportunity – highlight system weaknesses and are treated as critical moments to uncover and address root causes.
    - Prioritized response – investigations are prioritized to ensure proactive corrective actions and prevent future incidents.

Expectations

All incidents shall be communicated and investigated within the timelines identified in the Incident Reporting Chart [Appendix C].

Incident investigation shall determine the facts of the incident, identify root causes, and make recommendations to prevent recurrence. Recommendations shall be tracked in Benchmark Gensuite using the Action Tracker. This shall include identifying who is responsible for the corrective actions, due dates, and resources required.

Incidents shall be reported to HS&/or E Staff and affected Supervisors. Incident reports and corrective/preventive actions shall be monitored through monthly reports which will be distributed to Management and Executives.

Incidents and corrective/preventive actions shall be monitored through monthly reports communicated to applicable staff.

Methods

General

Incident Investigation gathers information that will answer:

WHO Who was involved in the incident
WHAT Provide a description of the incident
WHERE The location that the incident occurred
WHEN The date and time of the incident

- Before the incident:
  - What happened before the incident?
  - What events lead up to the incident?
  - What was the person doing right before the incident occurred?
- At the time of the incident:
  - What happened at the time of the incident?
  - What was the employee doing at the time of the incident?
  - What was the last event before the incident?
- After the incident:
  - What happened after the incident?
  - Who was involved?
- What treatment, if any, was given to the person?
- Other information:
  - Additional observations?
  - Additional related information?

WHY Incident causes and contributing factors:

- From the WHAT, you should be able to identify hazards that the employee was exposed to and thus WHY the incident occurred. To determine the most probable cause and contributing factors, consider details of the investigation and, where possible, the employees' incident statement. Determine if the incident was due to an ACT of an individual, a CONDITION of the working environment, a PERSONAL factor, or a JOB factor inherent in an individual at the time of the incident.

HOW Corrective measures

- Once you know WHY the incident occurred, you can now determine HOW to prevent recurrence of this and similar incidents.
- Using the Incident Reporting Chart (Appendix C), identify the applicable corrective actions listed with the identified causes. Ensure the corrective actions are assigned to appropriate individuals with dates at which the corrective actions should be in place.
- Incident summaries must be completed and sent to Corporate H&S following the guidance in the Incident Investigation Chart (Appendix C).

Notification and Initial Reporting

- Use the Incident Reporting Chart (Appendix C) to define the notification requirements based on the type of incident Verbally notify the appropriate individuals of the incident occurrence based on incident type. Regardless of incident severity, employee must still notify their supervisor immediately. The Supervisor shall notify support departments, as necessary.
- Following verbal notification of the incident occurrence, an initial summary will be entered directly into the Incident Tracking program or completed on the Incident Investigation Report (attached as Appendix A) and provided to the Department Manager to be entered into the Incident Tracking Program.

Investigation

Conduct Initial Assessment of Incident

Gather evidence to assist in determining causes of the incident such as the following:

- Diagrams
- Maps
- Photographs
- Measurements
- Videos
- Site plans

All evidence and incident investigation information (e.g., photos, videos, etc.) shall be dated and referenced as an attachment. Record details immediately as the incident site may be subject to rapid change or evidence destroyed. Include details such as:

- Witnesses (e.g., contact information)
- Law Enforcement or other external resources
- Location/Position of Injured (e.g., next to vehicle, sitting up)
- Position of Equipment (e.g., hoist, vehicle, valves)
- Position of Materials (e.g., chemicals, loads)
- Preventive Devices in use (e.g., guards)
- Ergonomic Conditions (e.g., lighting, machinery controls)
- Environmental Conditions (e.g., weather, temperature)
- Housekeeping (e.g., debris)

Determine Investigation Resources and Establish Investigation Team

- The supervisor accountable for the incident selects resources required for the investigation based on the incident classification. Keep the investigation team to a manageable size and include those personnel who will add value to the process.
- The designated H&S Staff will sit as a member of the investigation team for all incidents. Incident summary reviews for all incidents shall reside as a standing agenda item for all recurring management and safety meetings.
- Assign roles/tasks to each person involved in the team (e.g., contact person, leader, etc.) Designate a lead investigator to co-ordinate the investigation.
- Provide the investigation team with the appropriate tools.

Obtain and Evaluate Data

- Put all those involved at ease.
- Discuss with the individuals involved that the intent of the investigation is to prevent recurrence of similar incidents by determining cause(s) and that the investigation focuses on the facts to determine corrective and preventive actions.
- Review the preliminary documentation.
- Ensure the initial incident assessment details are recorded (e.g., location/position of injured workers, where objects are in relation to each other, the angle something came from or the force behind an object).
- Interview witnesses
- Talk with everyone who was in the area at the time of the incident, or just before, or just after it happened. This includes eyewitnesses, individuals involved, or others such as individuals familiar with the work practices, procedures. or work area.
- Evaluate historical data.
- Obtain relevant information from analysis of the conditions at the time of the incident, or from prior records such as technical data sheets, maintenance reports, past incident reports, training reports, work schedules, planning schedules, work practices and procedures, etc.
- Define sequence of events.
- Determine the chronological order of the events. Include relevant events that occurred 48 hours prior to the incident and following the incident.

Complete Causal Analysis

- Identify the conditions that describe the circumstances relative to each event.
- Follow the Root Cause Analysis Technique (attached as Appendix B) to complete a thorough analysis for Low, Minor, and Moderate Incidents.

Follow the Incident Causation Analysis Method ICAM to complete a thorough analysis for incidents Major and Catastrophic

Describe the incident and classify it as one or more of:

- Personal Incident
- Motor Vehicle Incident
- Property/Equipment Damage
- Environmental Incident
- Security Incident
- Public Incident

Evaluate the loss potential

- Low (First Aid)
- Minor (Medical Treatment)
- Moderate (Restricted Duty)
- Major (Lost Time/High Potential Incident)
- Catastrophic (Fatality)

Determine the Immediate/Direct Cause (Sample list, see Benchmark for complete list)

- Causes are often described as the substandard acts and conditions that precede the event. Classify the immediate or direct cause using the following table:

Substandard Acts	Substandard Conditions
Operating equipment without authority	Inadequate guards or barriers
Failure to warn	Inadequate or improper protective equipment
Failure to Secure	Defective tools, equipment, or materials
Operating at improper speed	Congestion or restricted action
Making safety devices inoperative	Inadequate warning system
Using defective Equipment	Fire and explosion hazards
Failing to use PPE properly	Poor housekeeping/disorder
Improper loading	Noise exposure
Improper Placement	Radiation exposure
Improper lifting	Temperature extremes
Improper position for task	Inadequate or excess illumination
Servicing equipment in operation	Inadequate ventilation
Horseplay	Presence of harmful materials
Under the influence of alcohol and/or other drugs	Inadequate instructions/procedures
Using equipment improperly	Inadequate information/data
Failure to follow procedure/policy/practice	Inadequate preparation/planning
Failure to identify hazard/risk	Inadequate support/assistance
Failure to check/monitor	Inadequate communications hardware/ software/process
Failure to react/correct	Road conditions
Failure to communicate/coordinate	Weather conditions

Determine the Basic/Root Cause (Sample list, see Benchmark for complete list.)

- Once the Immediate/Direct cause is determined, possible Basic/Root causes can be identified. Basic/Root causes will be described under Personal Factors and Job/System Factors. Basic/Root causes may include:

Personal Factors	Job/System Factors
Inadequate physical/physiological capability	Inadequate leadership and/or supervision
Inadequate mental/physiological capability	Inadequate engineering
Physical or physiological stress	Inadequate purchasing
Mental or physical stress	Inadequate maintenance
Lack of Knowledge	Inadequate tools and equipment
Lack of skill	Inadequate work standards
Improper motivation	Excessive wear and tear

Personal Factors	Job/System Factors
Abuse or misuse	Inadequate communications

Develop Recommendations for Corrective Action Plans

- Once causes have been determined, appropriate corrective and preventive actions can be identified and implemented so similar incidents do not recur. Areas for corrective action may include:

Areas for Corrective Action
General Commitment, Leadership, and Participation
Management Commitment and Leadership
Worker Participation
Health, Safety, and Environment Policy
Planning
Review
Legal and Other Requirements
Hazard and Risk Identification and Assessment
Health, Safety, and Environmental Objectives and Targets
Implementation
Hazard and Risk Control Measures
Emergency Preparedness and Response
Competence and Training
Communication and Awareness
Procurement and Contracting
Management of Change
Documentation
Evaluation and Corrective Action
Monitoring and Measurement
Incident Investigation and Analysis
Internal Audits
Preventive and Corrective Action
Management Review and Continual Improvement

Recommendations should address each cause and can be of two types:

- Interim Actions are ones that should be taken immediately to reduce the hazards. These “stop gap” measures are usually ones that have been recommended and implemented at the time the incident occurred. They are extremely important because they reduce the hazard potential immediately.
- Corrective and preventive actions are permanent solutions and may require more time to accomplish. Corrective and preventive actions must address each cause.

Implementation and follow up of these permanent measures are essential and may require input and consultation from other groups such as Senior Management, Legal, etc.

- Ensure each recommendation specifically describes the action to be taken and is defined in clear and measurable terms. Recommendations should be practical and achievable and eliminate or decrease risk or consequences.
- Recommendations must be assigned to a person by name (not role), for completion by an identified date. The corrective action plan must be reviewed with those they are assigned to.
- Recommendations for control generally fall into the following five categories:
  - Elimination
  - Substitution
  - Engineering controls
  - Administrative controls, and/or
  - Personal protective equipment.

Action Tracking System (ATS)

- All corrective actions will be tracked using the Benchmark Gensuite Action Tracking System (ATS). The report will be updated on a weekly basis and forwarded to the General Manager and H&S Manager. The content of the Action Tracking System will be reviewed at least monthly by the General Manager and H&S Manager for feedback to operations management.

Reporting

- Once all the information has been collected and interpreted, it must be documented on an Incident Investigation Report and recorded into Benchmark Gensuite.
- Corrective Action Plans will be tracked to completion in accordance with the Action Tracking System, which is designed to:
  - Identify and notify individuals accountable for corrective/preventive action implementation.
  - Assign responsibility to individuals to action-specific items.
  - Track implementation progress by providing status updates on targeted completion dates, and
  - Confirm the incident has been managed until all actions are completed.

7. TRAINING & COMPETENCY REQUIREMENTS

End user of Benchmark Gensuite will receive training on inputting incidents.

HS&E Staff will be the local user experts for this system.

8. PPE REQUIREMENTS

9. ROLES AND RESPONSIBILITIES

Manager (Site Level)

For the purpose of this process, a manager will be defined as General Manager, Department Manager, Division Manager, or, for operating sites. Construction Manager, or Project Manager, for sites that are under development. It is the manager's responsibility to:

- Be accountable for the implementation of this standard.
- Ensure incidents are reported properly and investigated as per this standard.
- Manage the Action Tracking System (ATS)
- Manage media inquiries and coordinate responses with corporate communications department.
- Discuss the details of incidents with legal counsel to determine the need for privileged and confidential handling of reports and documentation.

Supervisor

For the purpose of this process, a supervisor will be defined as Superintendent, General Foreman, Foreman, H&S. It is the supervisor's responsibility to:

- Ensure the proper assistance and treatment is provided to injured employees.
- Ensure that the hazard is controlled or the situation is in a safe state to prevent further injury or loss.
- Ensure all incidents are properly investigated with corrective action taken.
- Gather necessary information and complete all required documentation.
- Involve Site H&S where necessary to complete a detailed investigation and analysis of incidents.

Employee

It is the employee's responsibility to:

- Ensure all incidents are immediately reported to the Supervisor as per the Incident Reporting Chart (Appendix C)
- Provide factual information regarding incidents.
- Assist in the incident investigation process when required.

H&SE Staff

It is the H&SE Staff's responsibility to:

- Assist in determining the incident classification(s)
- Advise Supervisors and Managers on necessary documentation and reporting requirements.

- Advise Environment Department of Environment incidents for reporting, investigation and follow-up.
- Provide assistance to management in organization or administration of investigation activities.
- Provide support to management in the completion of investigation, cause analysis, and determination of recommendations.
- Lead and participate in this standard.

10. COMMUNICATION

- Site level communication regarding an incident will be the accountability of the General Manager in consultation with the Manager of Health & Safety

11. CONTINUOUS IMPROVEMENT & PROCEDURE REVIEW

This SOP should be reviewed as required when the referenced standards or regulatory requirements change; a formal review shall be required within three years of the revision date.

12. REVIEW DATE

Date of Last Review: March 6, 2026

13. APPENDICES

Appendix A – Incident Report Form

Appendix B – Incident Cause Analysis Chart

Appendix C – Incident Reporting Chart

Appendix A

Incident Details

Full report to be completed within 24 hours of time of incident for low incidents, 48 hours for minor or moderate incidents; within 72 hours for major incidents; within 7 days for catastrophic incidents. These timelines can be extended with authorization from Health and Safety and/or Department Managers/Superintendents.

Date of Incident		**Date Reported**	
Time of Incident		**Location of Incident**	
Site		**Job Number**	
Direct Supervisor		**Superintendent**	
Report Type	☐Initial ☐Update ☐Final	**Involved Parties**	☐Equinox Gold Employee ☐Contractor ☐Third Party
Date			
Country	☐Canada ☐United States ☐Mexico ☐Brazil ☐Nicaragua		
Type of Event	☐Personal ☐Motor Vehicle ☐Property/Equipment Damage ☐Environment ☐Security	**Injury or Illness Classification**	☐Non-Occupational ☐Report Only ☐First Aid ☐Medical Treatment ☐Restricted Duty ☐Lost Time
Actual Incident Classification	☐Low/Near Miss ☐Minor/First Aid ☐Moderate/Medical Treatment/Restricted Duty ☐Major/Lost time/HIPO ☐Catastrophic/Fatality	**Potential Incident Classification**	☐Low/Near Miss ☐Minor/First Aid ☐Moderate/Medical Treatment/Restricted Duty ☐Major/Lost time ☐Catastrophic/Fatality
Summary of Incident (brief description)			

Interim Action Plans (immediate action taken)	

Name of Injured or Person(s) Involved	Trade/Occupation

Field Level Risk Assessment Card Completed?	☐Yes	☐No
Pre-Trip/Daily Vehicle Inspection Completed?	☐Yes	☐No

Equipment Type/ID#	Equipment Involved

Cause Analysis

Refer to Appendix B – Root Cause Analysis Chart

Immediate / Direct Causes		
Substandard Act(s) (select as many as applies)	☐ 1 – Operating Equipment without Authority ☐ 2 – Failure to Warn ☐ 3 – Failure to Secure ☐ 4 – Operating at Improper Speed ☐ 5 – Making Safety Devices Inoperative ☐ 6 – Using Defective Equipment ☐ 7 – Failure to Use PPE Properly ☐ 8 – Improper Loading ☐ 9 – Improper Placement ☐10 – Improper Lifting	☐11 – Improper Position for Task ☐12 – Servicing Equipment in Operation ☐13 – Horseplay ☐14 – Under Influence of Alcohol and/or Drugs ☐15 – Using Equipment Improperly ☐16 – Failure to Follow Procedure/Policy/Practice ☐17 – Failure to Identify Hazard/Risk ☐18 – Failure to Check/Monitor ☐19 – Failure to React/Correct ☐20 – Failure to Communicate/Coordinate

#	Explanation

Immediate / Direct Causes		
Substandard Condition(s) (select as many as applies)	☐ 21 – Inadequate Guards or Barriers ☐ 22 – Inadequate or Improper Protective Equipment ☐ 23 – Defective Tool, Equipment, or Materials ☐ 24 – Congestion or Restriction Action ☐ 25 – Inadequate Warning System ☐ 26 – Fire & Explosion Hazards ☐ 27 – Poor Housekeeping/Disorder ☐ 28 – Noise Exposure ☐ 29 – Radiation Exposure ☐30 – Temperature Extremes	☐31 – Inadequate or Excess Illumination ☐32 – Inadequate Ventilation ☐33 – Presence of Harmful Materials ☐34 – Inadequate Instructions/Procedures ☐35 – Inadequate Information/Date ☐36 – Inadequate Preparation/Planning ☐37 – Inadequate Support/Assistance ☐38 – Inadequate Communications Hardware/Software/Process ☐39 – Road or surface Conditions ☐40 – Weather Conditions

#	Explanation

Basic/Root Causes		
Personal Factors (select as many as applies)	☐ 1 – Inadequate Physical/Physiological Capability ☐ 2 – Inadequate Mental/Psychological Capability ☐ 3 – Physical or Physiological Stress ☐ 4 – Mental or Psychological Stress	☐ 5 – Lack of Knowledge ☐ 6 – Lack of Skill ☐ 7 – Improper Motivation ☐ 8 – Abuse or Misuse

#	Explanation

Basic/Root Causes		
	☐ 9 – Inadequate Leadership/Supervision ☐ 10 – Inadequate Engineering	☐ 13– Inadequate Tools and Equipment ☐ 14 – Inadequate Work Standards

Job System Factors (select as many as applies)	☐ 11 – Inadequate Purchasing ☐ 12 – Inadequate Maintenance	☐ 15 – Excessive Wear and Tear ☐ 16 – Inadequate Communication

#	Explanation

Corrective and Preventive Actions

Long term actions. Include accountability and completion dates.

Corrective Action	Person Accountable	Target Date	Complete Date

Sign Off

Refer to Incident Reporting Chart (Appendix C)

Position	Name	Date	Email	Signature

Appendix B – Incident Cause Analysis Chart

RCAT CHART

TYPE OF EVENT

☐ 1. Struck Against (Running or Bumping Into) 1,2,4,5,6 11,14,15,16,21,22,23,24,25,27,31,39,40	☐ 4. Fall on Same Level (Slip and Fall, Trip Over) 4,9,11,13,14,15,16,17,19,23,26,27,31,33	☐ 7. Caught Between or Under (Crushed or Amputated) 2,3,5,6,8,9,11,12,15,16,17,18,19,20,21,24,25,34,36,37	☐ 9. Abnormal Operation 1,2,3,6,9,11,12,14,15,16,17,18,19,20,23,24,25,27,31,33,34,35,36,37,38	☐ 12. Equipment Failure 1,4,6,8,16,18,23,25,30,32,33,34,35,37,38,40
☐ 2. Struck By (Hit By Moving Object) 1,2,4,5,6,7,8,9,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,27,31,39,40	☐ 5. CAUGHT IN (PINCH AND NIP POINTS) 5,6,11,15,16,17,19,21,22,23,35	☐ 8. Contact With (Electricity, Heat, Cold, Radiation, Caustics, Toxics, Biological, Noise) 2,3,5,6,7,9,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,36,40	☐ 10. Product Contamination 1,2,3,5,6,9,11,12,14,15,16,17,18,19,20,23,24,25,27,31,34,36,37,38	☐ 13. Environmental Release 1,2,3,5,6,8,9,12,15,16,17,18,19,20,23,25,26,30,32,33,34,35,36,38
☐ 3. Fall From Elevation to Lower Level 3,5,6,7,11,12,13,14,15,16,17,21,22,23,27,33,36,40	☐ 6. CAUGHT ON (SNAGGED, HUNG) 4,5,6,9,10,11,12,15,16,17,18,21,23,35		☐ 11. Overstress, Overpressure, Overexertion, Ergonomic 3,4,5,6,7,8,9,10,11,12,15,16,17,18,19,20,24,25,35,37,40	

IMMEDIATE / DIRECT CAUSES

SUBSTANDARD ACTS				
☐ 1. Operating Equipment Without Authority 2,4,5,7,8,9,13,14,16	☐ 9. Improper Placement 1,2,3,4,5,6,7,8,9,10,12,13,14	☐ 18. Failure to Check/Monitor 2,3,4,5,6,7,9,10,12,13,14,15,16	☐ 25. Inadequate Warning System 8,9,10,11,13,15,16	☐ 33. Presence of Harmful Materials 5,6,7,8,9,10,11,12,13,14,15,16
☐ 2. Failure to Warn 1,2,3,4,5,6,7,8,9,11,14,15,16	☐ 10. Improper Lifting 1,2,3,4,5,6,7,8,9,10,14	☐ 19. Failure to React/Correct 1,2,3,4,5,6,7,9,13,14,16	☐ 26. Fire & Explosion Hazards 5,6,7,8,9,10,11,12,13,15	☐ 34. Inadequate Instructions/Procedures 5,6,7,9,10,14,16
☐ 3. Failure to Secure 1,2,3,4,5,6,7,8,9,12,13,14	☐ 11. Improper Position for Task 1,2,3,4,5,6,7,9,10,13,14,16	☐ 20. Failure to Communicate/Coordinate 3,4,5,7,9,10,16	☐ 27. Poor Housekeeping/Disorder 7,8,9,10,12,14,16	☐ 35. Inadequate Information/Data 5,6,9,10,11,12,16
☐ 4. Operating at Improper Speed 2,3,4,5,6,7,8,9,10,13,14	☐ 12. Servicing Equipment in Operation 3,4,5,6,7,8,9,10,12,13,14,15,16	**SUBSTANDARD CONDITIONS**	☐ 28. Noise Exposure 5,7,8,9,10,11,12,13,14,16	☐ 36. Inadequate Preparation/Planning 5,6,7,9,14,16
☐ 5. Making Safety Devices Inoperative 2,4,5,6,7,8,9,10	☐ 13. Horseplay 2,3,4,5,7,8,9,14	☐ 21. Inadequate Guards or Barriers 5,9,10,11,12,13,15	☐ 29. Radiation Exposure 5,7,8,9,10,11,12,13,14,15,16	☐ 37. Inadequate Support/Assistance 7,9,11,12,16
☐ 6. Using Defective Equipment 2,3,4,5,6,7,8,9,10,11,12,13,14,15,16	☐ 14. Under Influence of Alcohol and/or Other Drugs 1,2,3,4,5,7,8,9,14	☐ 22. Inadequate or Improper Protective Equipment 5,7,8,9,10,11,12,13,15	☐ 30. Temperature Extremes 5,7,9,10,14	☐ 38. Inadequate Communications Hardwar/Software Process 7,9,10,11,12,13,15,16
☐ 7. Failing to Use PPE Properly 1,2,3,4,5,7,8,9,11,12,13,14,15,16	☐ 15. Using Equipment Improperly 1,2,3,4,5,6,7,8,9,10,11,13,14,15,16	☐ 23. Defective Tools, Equipment or Materials 8,9,10,11,12,13,15	☐ 31. Inadequate or Excess Illumination 5,7,9,10,11,12,13,15	
☐ 8. Improper Loading 1,2,3,4,5,6,7,8,9,10,11,12,13,14	☐ 16. Failure to Follow Procedure/Policy/Practice 1,2,3,4,5,6,7,8,9,14,16	☐ 24. Congestion or Restricted Action 9,10,11,14	☐ 32. Inadequate Ventilation 5,7,9,10,12,13,15	☐ 39. Road Conditions 5,7,8,9,10,12,13,14,15
	☐ 17. Failure to Identify Hazards/Risk 3,4,5,6,7,9,14			☐ 40. Weather Conditions 5,7,9,13,14,16

BASIC / ROOT CAUSES

PERSONAL FACTORS

- ☐ **1. Inadequate Physical/Physiological Capability**
  - 1.1 Inappropriate height, weight, size, strength, reach, etc.
  - 1.2 Restricted range of body movement
  - 1.3 Limited ability to sustain body positions
  - 1.4 Substance sensitivities or allergies
  - 1.5 Sensitivities to sensory extremes (temp, sound, etc.)
  - 1.6 Vision deficiency
  - 1.7 Hearing deficiency
  - 1.8 Other sensory deficiency (touch, taste, smell, balance)
  - 1.9 Respiratory incapacity
  - 1.11 Temporary disabilities
- ☐ **2. Inadequate Mental/Psychological Capability**
  - 2.1 Fears and phobias
  - 2.2 Emotional disturbance
  - 2.3 Mental illness
  - 2.4 Intelligence level
  - 2.5 Inability to comprehend
  - 2.6 Poor coordination
  - 2.7 Slow reaction time
  - 2.8 Low mechanical aptitude
  - 2.9 Low learning aptitude
  - 2.10 Memory failure
- ☐ **3. Physical or Physiological Stress**
  - 3.1 Injury or illness
  - 3.2 Fatigue due to task load or duration
  - 3.3. Fatigue due to lack of rest
  - 3.4 Fatigue due to sensory overload
  - 3.5 Exposure to health hazards
  - 3.6 Exposure to temperature extremes
  - 3.7 Oxygen deficiency
  - 3.8 Atmospheric pressure variation
  - 3.9 Constrained movement
  - 3.10 Blood sugar insufficiency
  - 3.11 Drugs
- ☐ **4. Mental or Psychological Stress**
  - 4.1 Emotional overload
  - 4.2 Fatigue due to mental task load or speed
  - 4.3 Extreme judgment/decision demands
  - 4.4 Routine, monotony, demand for uneventful vigilance
  - 4.5 Extreme concentration/perception demands
  - 4.6 Meaningless or degrading activities
  - 4.7 Confusing directions/demands
  - 4.8 Conflicting demands/directions
  - 4.9 Preoccupation with problems
  - 4.10 Frustration
  - 4.11 Mental illness
- ☐ **5. Lack of Knowledge**
  - 5.1 Lack of experience
  - 5.2 Inadequate orientation
  - 5.3 Inadequate initial training
  - 5.4 Inadequate update training
  - 5.5 Misunderstood directions
  - 5.6 Lack of situational awareness
- ☐ **6. Lack of Skill**
  - 6.1 Inadequate initial instruction
  - 6.2 Inadequate practice
  - 6.3 Infrequent performance
  - 6.4 Lack of coaching
  - 6.5 Inadequate review instruction
- ☐ **7. Improper Motivation**
  - 7.1 Improper performance is rewarded (tolerated)
  - 7.2 Proper performance is punished
  - 7.3 Lack of incentives
  - 7.4 Excessive frustration
  - 7.5 Inappropriate aggression
  - 7.6 Improper attempt to save time or effort
  - 7.7 Improper attempt to avoid discomfort
  - 7.8 Improper attempt to gain attention
  - 7.9 Inadequate discipline
  - 7.10 Inappropriate peer pressure
  - 7.11 Improper supervisory example
  - 7.12 Inadequate performance feedback
  - 7.13 Inadequate reinforcement of proper behavior
  - 7.14 Improper production incentives
- ☐ **8. Abuse or Misuse**
  - *8.1 Improper conduct that is condoned*
    - 8.1.1 Intentional
    - 8.1.2 Unintentional
  - *8.2 Improper conduct that is not condoned*
    - 8.2.1 Intentional
    - 8.2.2 Unintentional

JOB / SYSTEM FACTORS

- ☐ **9. Inadequate Leadership and/or Supervision**
  - 9.1 Unclear or conflicting reporting relationships
  - 9.2 Unclear or conflicting assignment of responsibility
  - 9.3 Improper or insufficient delegation
  - 9.4 Giving inadequate policy, procedure, practices or guidelines
  - 9.5 Giving objectives, goals or standards that conflict
  - 9.6 Inadequate work planning or programming
  - 9.7 Inadequate instructions, orientation and/or training
  - 9.8 Providing inadequate reference documents, directives and guidance publications
  - 9.9 Inadequate identification and evaluation of loss exposures
  - 9.10 Lack of supervisory/management job knowledge
  - 9.11 Inadequate matching of individual qualifications and job/task requirements
  - 9.12 Inadequate performance measurement and evaluation
  - 9.13 Inadequate or incorrect performance feedback
- ☐ **10. Inadequate Engineering**
  - 10.1 Inadequate assessment of loss exposures
  - 10.2 Inadequate consideration of human factors/ergonomics
  - 10.3 Inadequate standards, specifications and/or design criteria
  - 10.4 Inadequate monitoring of construction
  - 10.5 Inadequate assessment of operational readiness
  - 10.6 Inadequate or improper controls
  - 10.7 Inadequate monitoring of initial operation
  - 10.8 Inadequate evaluation of changes
- ☐ **11. Inadequate Purchasing**
  - 11.1 Inadequate specifications on requisitions
  - 11.2 Inadequate research on materials/equipment
  - 11.3 Inadequate specifications to vendors
  - 11.4 Inadequate mode or rout of shipment
  - 11.5 Inadequate receiving inspection and acceptance
  - 11.6 Inadequate communication of safety and health data
  - 11.7 Improper handling of materials
  - 11.8 Improper storage of materials
  - 11.9 Improper transporting of materials
  - 11.10 Inadequate identification of hazardous materials
  - 11.11 Improper salvage and/or waste disposal
  - 11.12 Inadequate contractor selection
- ☐ **12. Inadequate Maintenance**
  - *12.1 Inadequate preventive*
    - 12.1.1 Assessment of needs
    - 12.1.2 Lubrication and servicing
    - 12.1.3 Adjustment/assembly
    - 12.1.4 Cleaning or resurfacing
  - *12.2 Inadequate reparative*
    - 12.2.1 Communication of needs
    - 12.2.2 Scheduling of work
    - 12.2.3 Examination of units
    - 12.2.4 Part substitution
- ☐ **13. Inadequate Tools and Equipment**
  - 13.1 Inadequate assessment of needs and risks
  - 13.2 Inadequate human factors/ergonomics considerations
  - 13.3 Inadequate standards or specifications
  - 13.4 Inadequate availability
  - 13.5 Inadequate adjustment/repair/maintenance
  - 13.6 Inadequate salvage and reclamation
  - 13.7 Inadequate removal and replacement of unsuitable items
- ☐ **14. Inadequate Work Standards**
  - *14.1 Inadequate development of standards*
    - 14.1.1 Inventory and evaluation of exposures and needs
    - 14.1.2 Coordination with process design
    - 14.1.3 Employee involvement
    - 14.1.4 Procedures/practices/rules
  - *14.2 Inadequate communication of standards*
    - 14.2.1 Publication
    - 14.2.2 Distribution
    - 14.2.3 Translation of appropriate languages
    - 14.2.4 Training
    - 14.2.5 Reinforcing with signs, colour codes and job aids
  - *14.3 Inadequate maintenance of standards*
    - 14.3.1 Tracking of work flow
    - 14.3.2 Updating
    - 14.3.3 Monitoring use of procedures/practices/rules
  - *14.4 Inadequate monitoring of compliance*
- ☐ **15. Excessive Wear and Tear**
  - 15.1 Inadequate planning of use
  - 15.2 Improper extension of service life
  - 15.3 Inadequate inspection and/or monitoring
  - 15.4 Improper loading or rate of use
  - 15.5 Inadequate maintenance
  - 15.6 Use by unqualified or untrained people
  - 15.7 Use for wrong purpose
- ☐ **16. Inadequate Communications**
  - 16.1 Inadequate horizontal communication between peers
  - 16.2 Inadequate vertical communication between supervisor and person
  - 16.3 Inadequate communications between different organizations
  - 16.4 Inadequate communication between work groups
  - 16.5 Inadequate communication between shifts
  - 16.6 Inadequate communication methods
  - 16.7 No communication method available
  - 16.8 Incorrect instructions
  - 16.9 Inadequate communication due to job turnover
  - 16.10 Inadequate communication of safety and health data, regulations or guidelines
  - 16.11 Standard terminology not used
  - 16.12 Verification/repeat feedback techniques not used
  - 16.13 Messages too long
  - 16.14 Speech interference

AREAS FOR CORRECTIVE ACTION

- ☐ **1. Leadership and Administration**
  - ☐ a. General policy statement
  - ☐ b. Loss control coordinator qualifications
  - ☐ c. Senior and middle management participation in loss control
  - ☐ d. Loss control performance standards for all personnel
  - ☐ e. Loss control reference manual
  - ☐ f. Annual loss control objectives established
  - ☐ g. Joint safety and health committees and/or representatives
  - ☐ h. Policy on refusal to work due to hazards
  - ☐ i. Applicable regulations, codes and standards identified
  - ☐ j. Communication with external parties
- ☐ **2. Leadership Training**
  - ☐ a. Training needs analysis
  - ☐ b. Loss control orientation/induction for new leaders/managers
  - ☐ c. Initial training of senior management
  - ☐ d. Update training needs
  - ☐ e. Initial loss control training for leaders/managers
  - ☐ f. Update loss control training for leaders/managers
  - ☐ g. Formal training of loss control coordinator
- ☐ **3. Planned Inspections and Maintenance**
  - ☐ a. Planned general inspections
  - ☐ b. Follow up system
  - ☐ c. Critical parts/items inspection
  - ☐ d. Preventative maintenance system
  - ☐ e. Special systems inspection
  - ☐ f. Pre-Use equipment inspections
  - ☐ g. System for employees to report substandard conditons in writing
  - ☐ h. Compliance with regulatory requirements for inspections
- ☐ **4. Critical Task Analysis and Procedures**
  - ☐ a. Task analysis system established
  - ☐ b. Critical tasks identified
  - ☐ c. Controls developed for potential loss
  - ☐ d. Controls incorporated into procedures and practices
  - ☐ e. Critical task procedure/practices updated
- ☐ **5. Incident Investigation**
  - ☐ a. Incident investigation system
  - ☐ b. Operating management participation
  - ☐ c. Review of major and high-potential accidents/incidents
  - ☐ d. Remedial action and follow-up
  - ☐ e. Near-miss reporting and investigation
- ☐ **6. Task Observation**
  - ☐ a. System for partial/spot task observations
  - ☐ b. System for complete task observations
  - ☐ c. Critical task observation performed
  - ☐ d. Follow-up system
- ☐ **7. Emergency Preparedness**
  - ☐ a. Identification of potential emergencies
  - ☐ b. Emergency plan
  - ☐ c. Off-site emergencies
  - ☐ d. Sources of energy controls
  - ☐ e. Protective and rescue systems
  - ☐ f. Emergency teams
  - ☐ g. Lessons learned system
  - ☐ h. First aid
  - ☐ i. Organized outside help and mutual aid
  - ☐ j. Post event planning
  - ☐ k. Emergency communication
  - ☐ l. Communications the community
- ☐ **8. Rules and Work Permits**
  - ☐ a. General loss control rules
  - ☐ b. Specialized work rules
  - ☐ c. Specialized work permit systems
  - ☐ d. Regualtory permit-to-operate systems
  - ☐ e. Rule education and review
  - ☐ f. Rule compliance
  - ☐ g. Use of educational signs and color codes
- ☐ **9. Incident Analysis**
  - ☐ a. Consequence measurements
  - ☐ b. Cause and control analysis
  - ☐ c. Property damage/process loss identification and analysis
  - ☐ d. Near-miss analysis
  - ☐ e. Problem-solving project teams
- ☐ **10. Knowledge and Skill Training**
  - ☐ a. Training needs analysis
  - ☐ b. Instructor qualifications
  - ☐ c. Training systems
  - ☐ d. Training systems evaluation and follow-up
- ☐ **11. Personal Protective Equipment**
  - ☐ a. Identification of personal protective equipment needs
  - ☐ b. Personal protective equipment available
  - ☐ c. Enforcement of standards
- ☐ **12. Health and Hygiene Controls**
  - ☐ a. Health hazard identification and evaluation
  - ☐ b. Health hazard control
  - ☐ c. Occupational health and industrial hygiene monitoring
  - ☐ d. Information and training
  - ☐ e. Healthcare system
  - ☐ f. Ergonomic program
  - ☐ g. Professional assistance
  - ☐ h. Internal communications
- ☐ **13. System Evaluation**
  - ☐ a. Assessment of loss control requirements
  - ☐ b. Regualr loss control system monitoring
  - ☐ c. Evaluation of compliance with loss control system standards
  - ☐ d. Employee perception surveys
- ☐ **14. Engineering and Change Management**
  - ☐ a. Hazard identification and risk assessment
  - ☐ b. Project review and change management
  - ☐ c. Operational and work process change management
- ☐ **15. Personal Communications**
  - ☐ a. Training in personal communication techniques
  - ☐ b. Individual job orientation/induction
  - ☐ c. Task instruction
  - ☐ d. Planned personal contacts
- ☐ **16. Group Communications**
  - ☐ a. Quantity and quality of group loss control meetings
  - ☐ b. Management involvement
- ☐ **17. General Promotion**
  - ☐ a. Loss control bulletin boards
  - ☐ b. Use of incident statistics
  - ☐ c. Critical topic promotion
  - ☐ d. Individual awards and recognition
  - ☐ e. Loss control information publications
  - ☐ f. Group awards and recognition
  - ☐ g. Housekeeping promotion systems
  - ☐ h. Communications with the public about loss control
- ☐ **18. Hiring and Placement**
  - ☐ a. Job capability requirements established
  - ☐ b. Medical examination
  - ☐ c. General orientation/induction
  - ☐ d. Pre-employment/pre-placement qualification check
- ☐ **19. Materials and Services Management**
  - ☐ a. Procurement of goods
  - ☐ b. Contractor selection
  - ☐ c. Management of contractors
- ☐ **20. Off-The-Job Safety**
  - ☐ a. Problem identification and analysis
  - ☐ b. Off-the-job safety educaiton
- ☐ **21. Environmental Management**
- ☐ **22. Quality Management**

Appendix C – Incident Reporting Chart

	LOW	MINOR	MODERATE	MAJOR	CATASTROPHIC
Incident Type	Personal Incident ► First Aid Motor Vehicle Incident ► Results in damage less than $5,000 USD Property Damage ► Results in damage less than $5,000 USD Environmental Incident ► Limited damage to minimal area of low significance or previously disturbed area ► Improper management of non-hazardous waste and materials without impact Security Incident ► Vandalism ► Petty theft Regulatory/Non-Compliance ► Violation of a company standard, code, or SOP	Personal Incident ► Medical Treatment Motor Vehicle Incident ► Results in damage between $5,000 and $10,000 USD Property Damage ► Results in damage more than $5,000 and less than $10,000 USD Environmental Incident ► Single wildlife mortality, of any species status not significant non-compliance with regulations ► Cyanide exposure or detection contained to immediate area ► Unauthorized land clearing ► Improper management of waste or hazardous materials ► Exceedances of monitoring standards Security Incident ► Unauthorized firearms on site ► Trespassing, demonstration outside company facilities, verbal harassment, violence not involving firearms ► Violence not involving firearms in the vicinity of company facilities ► One-off theft of fuel, vehicles, other company facilities Regulatory/Non-Compliance ► Violation of a Life Saving Rule	Personal Incident ► Restricted Duty ► Threatened Violence and/or Harassment Motor Vehicle Incident ► Results in damage between $10,000 and $50,000 USD Property Damage ► Results in damage more than $10,000 and less than $50,000 USD Environmental Incident ► Multiple fauna mortality with special species status ► Confirmed cyanide detection in surface or groundwater ► Any event reportable to a third party resulting in a fine of up to one million dollars Security Incident ► Accidental firearm discharge by company's security forces – no impact on a person ► Threats, sabotage ► Violent event not involving firearms outside of company facilities ► Company property theft (a few gold ounces theft, theft of fuel, vehicles, other company property) Regulatory/Non-Compliance ► Contravention issued by regulatory agency	Personal Incident ► Lost Time ► Serious bodily injury ► Permanent Disabling Injury ► Actual Violence (not critical) ► High Potential Event (HiPo) Motor Vehicle Incident ► Results in damage between $50,000 and $1,000,000 USD Property Damage ► Results in damage between $50,000 and $1,000,000 USD Environmental Incident ► Spill or release reportable to regulatory agency with impacts beyond facility boundary ► Significant special species fauna mortality ► Contaminated groundwater within property limits ► Violations and corrective action notices ► Legal action for alleged environmental misconduct ► Any event reportable to a third party resulting in a fine of more than one million dollars Security Incident ► Accidental firearm discharge by a company's security forces – impact on a person ► Kidnapping, extortion against a supplier or contractor ► Violent event involving firearms outside of company facilities ► High value – company property theft (a dore bar or above gold theft, systematic theft of fuel, vehicles, other company property) Regulatory/Non-Compliance (non-environmental) ► Issuance of a regulatory order with potential for penalty or legal action	Personal Incident ► Fatality (Single or Multiple) ► Actual violence (requires medical aid or involves non-Equinox Gold persons) Motor Vehicle Incident (Public Roads) ► Results in damage greater than $1,000,000 USD ► Vehicle incident where probability of litigation exists Property Damage ► Results in damage greater than $1,000,000 USD ► Structural failure or collapse of structure, scaffold, trench crane or hoist Environmental Incident ► Tailings dam or leach pad failure ► Contaminated ground water beyond property boundaries ► Production stoppages as a result of statutory body actions Security Incident ► Sever injury or death against an EQX employee ► Kidnapping, extortion against an EQX employee ► Violent event (either community members, employees, contractors, security personnel may be involved) involving firearms inside company's facilities Regulatory/Non-Compliance ► Issuance of a stop work or shut down order
Response	1. Control situation 2. Make notification	1. Control situation 2. Make notification	1. Control situation 2. Activate site emergency response plan as required 3. Make notification 4. Corporate Crisis Management Level 3 a. Mine Emergency Response Team mobilized b. Incident Command Team notified c. Chief Operating Officer notified	1. Control situation 2. Activate site emergency response plan or Corporate Crisis Management as required 3. Make notification 4. Corporate Crisis Management Level 2 a. Mine Emergency Response Team mobilized b. Incident Command Team mobilized c. Chief Operating Officer notified d. Crisis Management Team notified	1. Control situation 2. Activate site emergency response plan or Corporate Crisis Management as required 3. Make notification 4. Corp Crisis Management Level 1 a. Mine Emergency Response Team mobilized b. Incident Command Team mobilized c. Chief Operating Officer notified d. Crisis Management Team mobilized
Notification If the first point of contact is not available, the next available contact must be notified.					
Investigation	Lead Investigator: ► Direct Supervisor ► HS Department(s) to assist	Lead Investigator: ► Direct Supervisor ► HS Department(s) to assist	Lead Investigator: ► Co-Ordinator (Supervisors Direct Report) ► Direct Supervisor to assist ► HS Department(s) to assist	Lead Investigator: ► Department Manager ► HS Manager to assist	Lead Investigator: ► VP of HSS or delegate ► HS Manager ► Department Manager ► External resources as required
Timeline	May be extended on site GM/VP approval only ► Completed incident investigation – 24 hours ► Investigation/reporting responsibility of the Supervisor ► Regulatory notifications shall be made by the Site HS Manager(s)	May be extended on site GM/VP approval only ► Initial incident summary (Flash Report) – 24 hours ► Completed incident investigation – 48 hours ► Investigation/reporting responsibility of the Supervisor ► Regulatory notifications shall be made by the Site HS Manager(s)	May be extended on site GM/VP approval only ► Initial incident summary (Flash Report) – 24 hours ► Completed investigation report – 48 hours ► Investigation/reporting responsibility of Supervisor ► Regulatory notifications shall be made by the Site HS Manager ► All Moderate incident will be reviewed within 48 hours by the Operations Manager	May be extended by VP approval only ► Initial incident summary (Flash Report) – 24 hours ► Complete investigation report – 72 hours ► Investigation/reporting responsibility of Supervisor ► Regulatory notifications shall be made by the Site HS Manager ► All major incidents will be reviewed within 24 hours with the VP Operations/General Manager	May be extended on CEO/COO approval only ► Initial incident summary (Flash Report) – 12 hours ► Complete investigation report – one week from date of incident (7 days) ► Investigation/reporting responsibility of Supervisor ► Regulatory notifications shall be made by VP HSS or delegate ► All catastrophic incidents shall be reviewed within 24 hours with the CEO/COO
Signatures	Sign off on Investigation report required by: ► Supervisor ► Department Manager ► HS Advisor	Sign off on Investigation report required by: ► Supervisor ► Department Manager ► HS Advisor	Sign off Investigation report required by: ► Supervisor ► Department Manager ► HS Advisor ► Site Manager	Sign off Investigation report required by: ► Supervisor ► Department Manager ► Manager of HS ► General Manager ► Vice President Operations	Sign off Investigation report required by: ► Supervisor ► Department Manager ► Manager of HS ► Operations Manager ► Vice President Health, Safety and Security