

AFL Network Services

Incident Response/Reporting Guidelines

Elapsed Time Guidelines

1-2 Hours

2-4 Hours

Within 24 hours & upon completion of investigation

72 Hours

Incident Occurs

1. If Injury, Provide Care

2. Notify Supv then EHS Manager

Is this a Major EHS Incident or Recordable?

4. Secure, Preserve Incident Scene

5. EHS Manager Notifies Tele EHS Director & Location Manager

6. Location Manager initiates call-out

7. Incident Notification and Reporting

8. Written Report to EHS Director

Step 1. Tend to Injured. If necessary, activate Emergency Medical Service (EMS). Only respond, treat according to level of training (1st aid, CPR). Incident scene secured, preserved for detailed investigation. If environmental spill or release, contain.

Step 2. Notify your respective EHS Manager as soon as possible via cell phone

770-265-6638 Tamara Hall

Definition for Major: Fatality, injured associate requires outside medical attention or environmental compliance issue as defined by AFL-Tele Incident Response Procedures.

3. Supervisor or Employee Initiates Incident Report

Within 24 hours

No

Yes

Step 3. Information documented for entry into EHS Information database. Include minor injuries and marginal environmental issues as defined in AFL-Tele incident response procedures.

Step 4. If a major incident, secure and preserve scene for investigation. If environmental spill or release, contain.

Step 5. Notify AFL EHS Director, Doug Hoffman at 864-216-5571 who will assist in investigation and provide case management support. Notify location manager and provide available information. Location Manager will update Mike Booth based on Record Keeping Criteria.

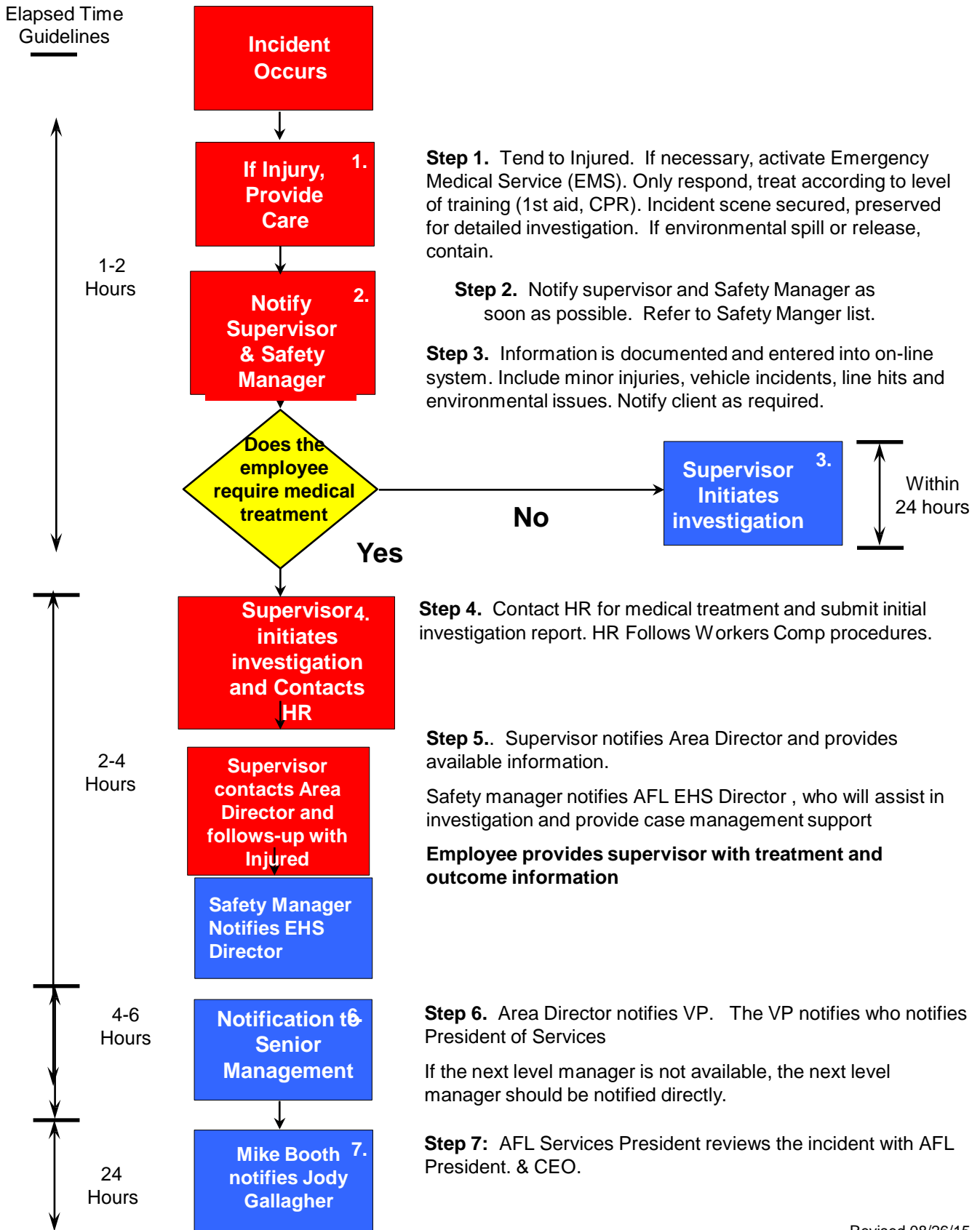
Step 6. Location manager will initiate AFL-Tele Incident Response call-out via voice mail system outline in AFL-Tele Incident Response/Reporting Procedures.

Step 7: If incident triggers reporting requirements to an outside agency (OSHA, EPA), The AFL-Tele EHS Director or designee will make notification.

Step 8: Detailed investigation report to be submitted to Tele EHS Director.

Canada Incident Reporting Guidelines

Elapsed Time Guidelines



EHS Managers

- British Columbia: Steve Hall
– 778-875-4544
- Alberta: Simon Mourton
– 403-878-2207
- Saskatchewan: Brian Brown
– 306-551-8587
- Quebec: David Banville
– 581-624-1224
- AFL: Doug Hoffman
– 864-216-5571