

INCIDENT REPORTING INSTRUCTIONS

All CTCO employees will refer to the following instructions to report all incidents involving a spill, mix, contamination, property damage to CTCO equipment, property damage to others, motor vehicle accident/crash, personal injury to employee or others and/or death to employee or others.

Each task will be initialed by the person that completes the task. If a task is not applicable, indicate "NA". Any task not completed will require written explanation as to why the task was not performed.

- | | | | | |
|--|-----|----|-----|-------|
| 1. First responders notified (police, fire, EMS) | Yes | No | N/A | _____ |
| 2. Immediate supervisor notified | Yes | No | | _____ |
| 3. Local environmental services notified | Yes | No | N/A | _____ |
| 4. Insurance carrier notified same day | Yes | No | | _____ |

Our insurance carrier provides phone number 866-294-8264. This number is monitored 24/7. For serious claims (major injury, death) requiring immediate attention after business hours call 800-929-0870. This number is monitored 24/7.

5. CTCO chain of command notification:

- | | | | | |
|---------------------------|-----|----|--|-------|
| Terminal manager | Yes | No | | _____ |
| Area VP of operations | Yes | No | | _____ |
| Area safety supervisor | Yes | No | | _____ |
| VP of safety 210-632-2447 | Yes | No | | _____ |

6. Employee drug/alcohol testing performed Yes No _____
If no test is performed, explanation must be written below:

Test type (circle one) DOT level Non-DOT level

All CTCO employees are subject to drug and alcohol testing at any time. In every incident involving the operation of a CMV or non-CMV a DOT level or a non-DOT level drug/alcohol test will be performed. Refer to guidance below to determine the correct testing protocol.

DOT reportable crash involving fatality, injury, and/or towaway due to disabling damage will be handled under FMCSR Part 382.303. Refer to the chart for specific DOT level D/A requirements. This is a summary of the chart outlining when a DOT level D/A test is required:

1. Fatality- CMV driver cited=yes, CMV driver not cited=yes
2. Injury- CMV driver cited=yes, CMV driver not cited=no test
3. Towaway-CMV driver cited=yes, CMV driver not cited=no test

FMCSR 382.303 states that a **alcohol test** must be performed within two hours following the accident. If the test is not performed, the employer must maintain a written record stating the reasons why the test was not promptly administered. If the test is not performed within eight hours the employer will cease attempts to administer the alcohol test and will prepare and maintain a written record stating the reasons why the test was not performed.

FMCSR 382.303 states that a **controlled substance test** must be performed within thirty-two hours following the accident. After thirty-two hours, all attempts to administer the controlled substance test will cease. The employer will prepare and maintain a written record stating the reasons why the test was not performed.

The written records required above shall be prepared by the terminal manager with full explanation as to why the regulation was not adhered to. This document will be forwarded to SAO and held for presentation during Compliance Review audit activity.

A CMV driver subject to DOT level D/A test will not be allowed to return to duty performing a safety sensitive function until a negative test result has been received and documented at SAO.

A motor vehicle accident/crash involving property damage or injury and not subject to DOT level D/A testing requirements will be tested under the Non-DOT level D/A testing protocol. A CMV driver or non-CMV driver subject to a non-DOT D/A test may be allowed to return to duty performing a safety sensitive function immediately after testing provided a disciplinary order has not been issued by CTCO management.

AccuTrace is our preferred vendor for all drug/alcohol testing services. Call phone numbers 817-937-0098 or 817-706-5377 to schedule and arrange testing services. The phone numbers are monitored 24/7. Terminal manager will be responsible for assuring that either DOT level or Non-DOT level testing is performed.

7. Preliminary Loss Report prepared and submitted Yes No _____
This report will be submitted to SAO, area SS and chain of command immediately

8. Loss Control Report prepared and submitted Yes No _____
This report will be submitted to SAO, area SS and chain of command within five days. This report will include supporting documents: police reports, statements, photos, etc.

9. Delivery Error Report prepared and submitted Yes No N/A ____
This report will be submitted to SAO, area SS and chain of command within five days. This report will include supporting documents: police reports, statements, photos, etc.

10. "Five Why's" analysis form prepared and submitted Yes No _____
This report will be submitted to SAO, area SS and chain of command within five days.

11. CTCO questionnaire/statement report Yes No _____
This report will be submitted to SAO, area SS and chain of command within five days.

12. Action plan to be implemented:

- a. Employee retraining (number of days_____)
- b. Verbal warning (date issued_____)
Copy only, send original to SAO HR
- c. Written warning (copy attached)
Copy only, send original to SAO HR
- d. Suspension/Time off w/o pay (dates off duty listed-
_____)
Copy only, send original to SAO HR
- e. Discharged (personnel change form attached)
Copy only, send original to SAO HR

Report completed by:

Name	Title	Date
<hr/>		