STRIKE	INCIDENT NOTIFICATION GUIDELINE	CF-S-33

INCIDENT → **Supervisor / Foreman** → **Project Manager / Superintendent** → **Manager / HSE Coordinator** → **Vice President / HSE Lead** → **HSE Manager** → **President/CEO / COO / CFO**

Fleet & Equipment Manager

Near Miss	Immediately	Within the day					
Significant Near Miss	Immediately	Immediately	Within 1hr of incident	Within 2hrs of incident	Within 2hrs of incident	Via electronic system	
First Aid	Immediately	Immediately	Within 1hr of incident	Within 2hrs of incident	Within 2hrs of incident		
Medical Aid Modified Work	Immediately	Immediately	Immediately	Within 1hr of incident	Within 1hr of incident	Within 1hr of incident	
Lost Time Injury Fatality	Immediately	Immediately	Immediately	Immediately	Immediately	Immediately	
MVI < $5,000	Immediately	Immediately	Within 1hr of incident	Within 2hrs of incident	Within 1hr of incident		Within 1hr of incident
MVI > $5,000 or involving any 3rd party	Immediately	Immediately	Within 1hr of incident	Within 1hr of incident	Within 1hr of incident	Within 2hrs of incident	Within 1hr of incident
Equipment/Property Damage < $10,000	Immediately	Immediately	Within 1hr of incident	Within 2hrs of incident	Within 1hr of incident		Within 1hr of incident
Equipment/Property Damage > $10,000	Immediately	Immediately	Within 1hr of incident	Within 1hr of incident	Within 1hr of incident	Within 2hrs of incident	Within 1hr of incident
Spill/Release < 20 L	Immediately	Immediately	Within 1hr of incident	Within 2hrs of incident	Via electronic system		
Spill/Release > 20 L or near to water	Immediately	Immediately	Within 1hr of incident	Within 1hr of incident	Within 2hrs of incident	Within 2hrs of incident	