



Southeast Colorado Enterprise
Development, Inc. (SECED, Inc.)
SE TPR / SETran



ACCIDENT/INCIDENT/NEAR MISS/EXPOSURE REPORTING

In order to ensure a safe, healthful, and efficient work environment for our employees, SETran has established the following incident reporting policy as a condition of employment and continued employment. This will enable SETran to provide safe, efficient service to our customers and the public.

Employees are required to report to their supervisor any job-related incidents of the following types:

ACCIDENT — an undesired event or sequence of events causing injury, ill-health or property damage. An "Accident Report" is mandatory by the end of shift.

Example:

- ◆ Collision or contact between our vehicles or staff and any other object(s)
- ◆ Passenger fall or injury
- ◆ Pulling air hose from wall

INCIDENT — an incident is an unplanned, undesired event that disrupts operations or tasks or might have caused injury or other damage. An "Incident Report" is mandatory by the end of shift.

Example:

- ◆ Disturbance or fight
- ◆ Fare dispute
- ◆ Shop door falling with no contact to other objects

NEAR MISS — describes incidents where, given a slight shift in time or distance, injury, ill-health or damage easily could have occurred, but did not this time. Near Misses should be reported using the "Incident Report." They should be filed by the end of shift.

The goal is not to lay blame. The goal is to find out what happened, determine the cause(s) and introduce ways to prevent a recurrence through removal, mitigation and/or training.

Example:


- ◆ Failure to identify hazardous vehicle conditions during a pre-trip inspection or not conducting the inspection
- ◆ Ladder fall with no one on ladder
- ◆ Near sideswipe on street or highway

EXPOSURES — contact with potentially harmful chemical or physical agents or biological hazards, whether or not these result in injury or illness. Exposures should be reported using the “Incident Report.” They should be filed by the end of shift.

Accidents, exposures, injuries and illnesses, and near misses must be reported to the employee's direct supervisor or to the acting supervisor on-site immediately, or as soon as possible if they cannot be reported immediately (for example, providing emergency medical care can take precedence over reporting).

All employees are hereby advised that full compliance with this policy is a condition of employment at the Company. Any employee who violates this policy will be subject to discipline, up to and including discharge.

This policy was adopted on this 27 day of March, 2024 at the SECED Board of Directors meeting.


Thomas Grasmick, SECED Chair


Stephanie Gonzales, Executive Director