

Job Related Injury;
Job Related Illness;
Known or Suspected Exposure
See NEAR MISS page for Reporting

Employee
MUST report incident within 1 hr.
If after work hours –
MUST report within 24 hrs. to supervisor

Contractor / Job Rep
Regardless of actual or potential severity
Must ensure a Traction report is entered by the end of the work shift

On Site First Aid
409-942-2001
Drug Screen according to HASAP Policy (section 4.5) / BP Post Incident Drug and Alcohol Test

Need an Ambulance
Security Operation Center (SOC)
2-1911
Man Down Button on Radio

Taken to Company First Aid Trailer
- Or If -
Taken to Company Dr.
Contact SOC at ext 21762 or 21765

Contractor Contacts
Contact Job Rep

Taken Off site "SOC" MUST be contacted

Contractor then contacts
Shift Director
OSHA Recordable is reported within 1hr. Of injury; will contact SOC at ext 21762 or 21765

ER / Hospital
Must perform HASAP Policy (section 4.5) / BP Post Incident Drug and Alcohol Test

Dr. Visit
Must perform HASAP Policy (section 4.5) / BP Post Incident Drug and Alcohol Test

Contractor SAFETY Coordinator
Tom Williams
409-771-2080
willliart@bp.com

OSHA RECORDABLE

Contractor MUST turn in "Injury Report" to HSSE in 24 hrs

HSSE Safety Representative

Contractor then contacts

Turn Around
Delray Bruce
409-392-7221 cell
409-949-3329 off.
brucd6@bp.com

Maintenance
Ernest Flores
409-392-7170 cell
409-949-3349 off.
flore@bp.com

Capital Projects
Bob Ballentine
281-229-2953 cell
409-949-3328 off.
ballb2@bp.com

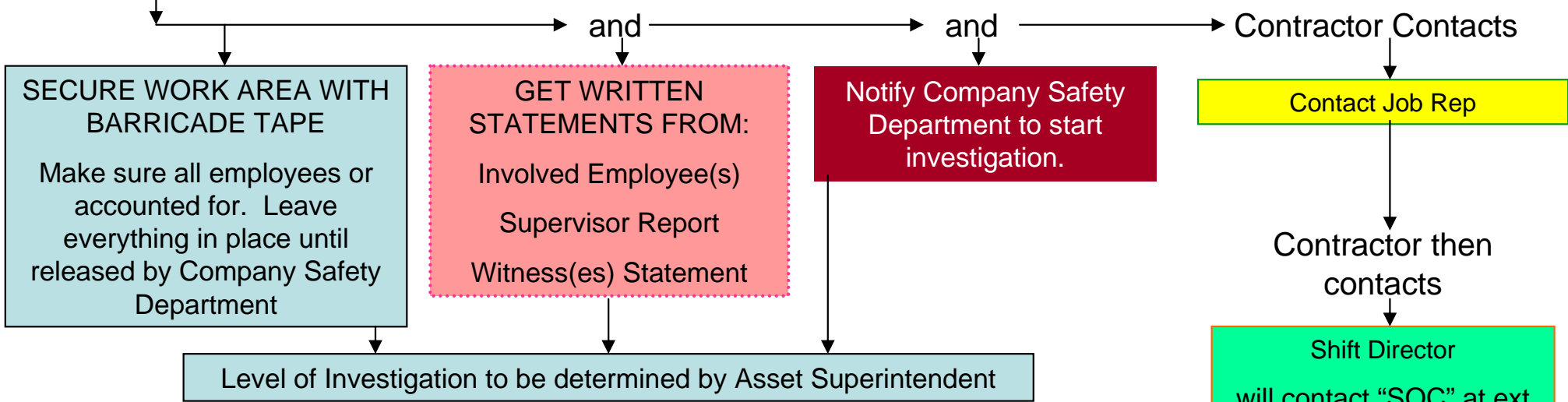
Injuries and illnesses MUST be managed
See Policy SH-EPR-1

NEAR MISS

Also use this page with:
Job Related Injury;
Job Related Illness;
Known or Suspected Exposure

Employee
MUST report incident within 1 hr.
If after work hours
MUST report within 24 hrs. to supervisor

Contractor / Job Rep
Regardless of actual or potential severity
Must ensure a Traction report is entered by the end of the work shift



SECURE WORK AREA WITH BARRICADE TAPE
Make sure all employees or accounted for. Leave everything in place until released by Company Safety Department

GET WRITTEN STATEMENTS FROM:
Involved Employee(s)
Supervisor Report
Witness(es) Statement

Notify Company Safety Department to start investigation.

Contact Job Rep

Contractor then contacts
Shift Director
will contact "SOC" at ext 21762 or 21765
If equipment is damaged

Level of Investigation to be determined by Asset Superintendent

Contractor MUST turn in "Incident Report" Packet to HSSE in 24 hrs

HSE Safety Representative

Turn Around
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409-392-7221 cell
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brucd6@bp.com

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If an incident is more than a "Near Miss" the following paperwork must be turned in:

1. Traction Report
2. AAR Report
3. ATW
4. Employee Checklist of Task (ie.JHA)
5. Employee Statement
6. Supervisor Report
7. TWCC 1 Report

