(Name of Business Unit)

In the unfortunate event of an employee/contractor fatality or multiple injury incident, it is imperative that [Company Name] Senior Management be informed in a timely and accurate manner. The following information outlines the appropriate measures to be taken in the event of such an incident; these measures are consistent with company requirements relating to the reporting and investigation of incidents found in Practice [00000].

The Site Manager and/or HSE Representative will immediately notify the following:

[Name of Business Unit] representatives of any site work-related incident that:

a. Results in the death of a direct-hire or contractor employee
b. Results in multiple injured workers
c. Hospitalization of 3 or more workers

Name (s)	Contact Details
Business Unit HSE Lead	
Vice President, Construction	

Preliminary details of the incident will be conveyed in this initial contact. Furthermore, Site Management will facilitate a written follow-up report (Forms [Major Events Report] and [Incident Investigation Report are recommended] distributed to (insert name here).

Notification by (Name of Business Unit HSE Lead) will be made to the following Senior Management Team, as well as communication with [Company Name] Legal and [Company Name] Corporate Media Relations:

Name (s)	Contact Details
Group President	
Operations	
Sr. Vice President, Construction/HSE Security/IR	
President, [Company name]Constructors	
Vice President, HSE	

[Company Name] Media Relations will decide when and if inquiries by the press are commented upon, ensuring responses are conveyed in a factual manner.