



Incident Reporting and Recording

1. Company Policy

Hbar Technologies, LLC, is committed to providing a safe work environment for all its employees. Based on the nature of the research and development work performed, work activities are often unique and novel. For this very reason, the potential exists for incidents resulting in damage to equipment or injuries to employees. Work activities require pre-planning and the active participation of each employee in the planning stages.

Incident investigations are to be conducted to correct and prevent unsafe acts and conditions. It is recognized that investigation of incidents and near misses is essential to identifying the root cause of an accident to actions can be taken to prevent future incidents. This information is then incorporated into the work planning process. The prevention of future incidents has the ultimate purpose of preventing future injuries to Hbar Technologies personnel, its most valuable resource.

2. Responsibilities

A. Employees

Employees of Hbar Technologies, LLC are required to:

- Report to the President or the ES&H Officer any involvement in an incident or near miss regardless of how minor it may initially appear. This would include incidents in the workplace, in company vehicles or while on business.
- Notify the President or the ES&H Officer of any unsafe acts, procedures or conditions observed in the workplace.
- Report to the designated occupational health facility for treatment as directed.
- Comply with any work restrictions imposed by the evaluating medical professional. Employees are asked to alert the President or the ES&H Officer to non-occupational medical conditions or other physical

limitations which may impair their ability to complete all work assignments, even if temporary in nature.

- Participate in investigations as necessary.

B. President and/or ES&H Officer

- Evaluate the severity of the incident and investigate to determine the root cause. The depth of the investigation is dependent upon its potential to cause more severe damage or personal injury should the incident recur. The form in Attachment A may be used.
- Implement any corrective actions identified to prevent recurrence.
- Discuss lessons learned from the incident and corrective actions taken with Hbar Technologies staff through an appropriate mechanism (staff meeting, memo, training session or verbal instruction).
- Respond to any requests from external agencies (OSHA, local law enforcement, fire department, lessor, etc.) as necessary.
- Arrange for medical treatment of any employee at a designated occupational health facility as necessary.
- Review any work restrictions made known and assign work to comply with the restrictions imposed.

3. Incident Investigation Procedure

Investigations are conducted to determine the root cause(s) of an incident so that actions can be taken to prevent recurrence.

The incident investigation process entails:

1. Collection of facts.
2. Analysis of the facts to determine what happened and the contributing and root cause or why it happened.
3. Development of corrective actions.
4. Communication of lessons learned as appropriate.

If the incident is minor in nature, the incident investigation does not have to be documented. The form in the attachment to this procedure may be used if the incident warrants documentation. If there are documents associated with the incident (medical evaluations, incident report, accident report, etc.), these are to be included in the incident file and are subject to retention.

4. Employee Training and Information

Hbar Technologies staff will be trained in the requirements of this program and procedure and their responsibilities associated with it.

5. Recordkeeping

Hbar Technologies, LLC is not required to keep Occupational Safety & Health Administration (OSHA) injury and illness records as it is an establishment classified as a partially exempt industry. Hbar Technologies is also exempt from OSHA recordkeeping by reason of company size (less than 10 employees). The exceptions to these exemptions are if Hbar Technologies is asked in writing to do so by OSHA or the Bureau of Labor Statistics (BLS). Hbar Technologies is still required to report to OSHA any workplace incident that results in a fatality or the hospitalization of three or more employees.

All incident investigations and medical records shall be maintained confidential and kept under lock and key with the ES&H Officer and the President having access to the cabinet. Information contained within the incident files will be disseminated in accordance with the OSHA regulations governing access.

Records of such monitoring shall be maintained by Hbar Technologies during its operation.

Elaine Marshall, ES&H Officer

Date

Gerald Jackson, President

Date



"Making Antimatter Matter"

Incident Investigation

Date _____

Date of Incident _____

Employees Involved _____

Signature _____

Employees
Observing Incident _____

Signature _____

Describe the incident.

What actions on the part of the employee contributed to the incident?

What external conditions or factors were present that contributed or lead to the incident?

Cause of incident

Describe the corrective actions and completion dates.

List additional documentation included with the investigation.

Investigator _____

Signature _____

If additional space is needed, please use the back of the form.

