



## Incident Report Priority Guide

Incident Type	Low Priority	Moderate Priority	High Priority
Control of Hazardous Energy Lockout/Tagout (LOTO)	<ul style="list-style-type: none"> <li>Improper energy control tags used or not filled out correctly</li> <li>Policy and Procedures exist, but are out of date.</li> <li>Training or re-fresher past due.</li> </ul>	<ul style="list-style-type: none"> <li>Procedure did not isolate hazard that with low potential of employee injury</li> <li>Employees unclear on procedures</li> <li>Energy control devices not removed at end of shift</li> </ul>	<ul style="list-style-type: none"> <li>No written procedures present for imminent hazard</li> <li>Imminent hazard not controlled per procedure</li> <li>No procedure used with imminent hazard present</li> <li>Employees have had minor injury e.g. shocked.</li> </ul>
Damaged Equipment (Used)	<ul style="list-style-type: none"> <li>Damaged equipment not reported to supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Use of damaged electrical cords, hand tools or powered tools with no imminent hazard</li> </ul>	<ul style="list-style-type: none"> <li>Protective guards damaged or removed</li> <li>Hazardous exposure from damaged equipment</li> </ul>
Employee Morale	<ul style="list-style-type: none"> <li>Incident Report open/no response duration less than 30 days from report</li> <li>Employees express minor concern</li> </ul>	<ul style="list-style-type: none"> <li>Incident Report open/no response duration longer than 30 days</li> <li>Employees express more than minor concern or minor concerns multiple times</li> </ul>	<ul style="list-style-type: none"> <li>Incident Report ignored or no action taken longer than 60 days</li> <li>Employee report incidents to OSHA</li> </ul>
Entering Dangerous Area	<ul style="list-style-type: none"> <li>Proper PPE, safety processes and training</li> <li>Permit of entry</li> </ul>	<ul style="list-style-type: none"> <li>Unclear on requirements for proper PPE and training</li> <li>Permit of Entry unclear or ambiguous</li> <li>Procedures untested or unclear</li> </ul>	<ul style="list-style-type: none"> <li>No PPE or training</li> <li>Did not follow procedures</li> <li>No Permit of Entry</li> </ul>
Environmental Impact	<ul style="list-style-type: none"> <li>Small release to soil only</li> <li>Spill contained</li> <li>Cleaned up with routine processes</li> </ul>	<ul style="list-style-type: none"> <li>Release to air, water or soil, spill contained prior to impact of vulnerable population or species</li> <li>Moderate cleanup response required</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing or uncontrolled release to air, water, or soil</li> <li>Impact to vulnerable population/species</li> <li>Long term impact</li> <li>Large scale cleanup</li> </ul>
Equipment or Property Damaged from incident	<ul style="list-style-type: none"> <li>Damage &lt;\$1,000</li> <li>Low probability for minor injury</li> </ul>	<ul style="list-style-type: none"> <li>Damage \$1,000 to less than \$20,000</li> <li>Potential for injury requiring first aid</li> </ul>	<ul style="list-style-type: none"> <li>Damage &gt;\$20,000</li> <li>Potential for or injury requiring medical attention</li> </ul>
Fall Protection	<ul style="list-style-type: none"> <li>Inspection procedure not documented</li> <li>Fall protection not stored properly</li> </ul>	<ul style="list-style-type: none"> <li>Inadequate written program</li> <li>Fall protection equipment needs inspection</li> <li>Training needs updating</li> </ul>	<ul style="list-style-type: none"> <li>No fall protection used</li> <li>No written program</li> <li>No training provided</li> </ul>
Fire Protection	<ul style="list-style-type: none"> <li>Monthly Inspection not completed</li> <li>Fire extinguisher tags not updated</li> </ul>	<ul style="list-style-type: none"> <li>Monthly and yearly inspection not documented</li> <li>Cluttered housekeeping</li> <li>Concerns expressed about housekeeping without response for more than 30 days</li> </ul>	<ul style="list-style-type: none"> <li>Monthly and yearly inspection not being performed</li> <li>Reported fire</li> <li>Blocked access to fire equipment</li> <li>Equipment not operational</li> <li>Untrained personnel</li> </ul>



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Hazardous Materials	<ul style="list-style-type: none"> <li>Housekeeping concerns with hazardous material storage</li> </ul>	<ul style="list-style-type: none"> <li>Incompatible storage</li> <li>Labeling and access control incidents</li> </ul>	<ul style="list-style-type: none"> <li>Untrained personnel instructed to or responded to hazardous materials spill</li> <li>Lack of or inappropriate protective equipment</li> </ul>
Injuries (Employee & Public)	<ul style="list-style-type: none"> <li>Injury not requiring first aid or medical treatment occurs</li> </ul>	<ul style="list-style-type: none"> <li>First aid injury occurs</li> </ul>	<ul style="list-style-type: none"> <li>Medical treatment Injury occurs</li> </ul>
Near Miss	<ul style="list-style-type: none"> <li>Near Miss with no potential consequences</li> </ul>	<ul style="list-style-type: none"> <li>Near Miss with low potential consequences</li> </ul>	<ul style="list-style-type: none"> <li>Near Miss with high potential consequences</li> </ul>
Operational Continuity (City & Public Services)	<ul style="list-style-type: none"> <li>Service losses less than 1 hour</li> </ul>	<ul style="list-style-type: none"> <li>Service losses 1 to 3 hours</li> </ul>	<ul style="list-style-type: none"> <li>Service losses greater than 3 hours</li> </ul>
Permit-Required Confined Space (PRCS)	<ul style="list-style-type: none"> <li>Procedures need updated</li> </ul>	<ul style="list-style-type: none"> <li>Procedures used are inadequate or not followed correctly</li> </ul>	<ul style="list-style-type: none"> <li>No PRCS procedure utilized</li> <li>No written PRCE procedure exists</li> <li>No training provided</li> </ul>
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>Written assessment needs update</li> <li>Improper storage of PPE</li> </ul>	<ul style="list-style-type: none"> <li>Damaged PPE used or worn (still provided protection from low hazards)</li> <li>Training needs updated</li> </ul>	<ul style="list-style-type: none"> <li>PPE not used (respiratory, hearing, eye),</li> <li>Damaged or Improper PPE worn</li> <li>No written assessment and/or training provided</li> </ul>
Public Image (City Reputation)	<ul style="list-style-type: none"> <li>Single complaint from public</li> </ul>	<ul style="list-style-type: none"> <li>Multiple public complaints</li> <li>Local media coverage</li> </ul>	<ul style="list-style-type: none"> <li>Image damaged</li> <li>Local and/or national media coverage</li> </ul>
Shoring	<ul style="list-style-type: none"> <li>Depth of hole is less than 5 feet – no shoring used</li> <li>Soils in area tested and are stable</li> <li>Proper PPE and training</li> <li>Adequate safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Depth of hole unmeasured and no shoring used</li> <li>Stability of soils in area not tested</li> <li>PPE and training requirement unclear or needs refresher</li> <li>Procedures untested or unclear</li> </ul>	<ul style="list-style-type: none"> <li>Depth of hole over 5 feet – no shoring used</li> <li>Unstable soils</li> <li>No training or PPE</li> <li>Unsafe procedures and supervision</li> <li>Potential for hazardous atmosphere not assessed</li> </ul>