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KE&G Accident Procedure

Effective May 12, 2022

Affected Employees:

The scope of this procedure affects all employees who are involved in preventable motor vehicle accidents, equipment damage or at fault utility hits. This procedure is separate from any type of disciplinary action which may include post-accident drug screen, as well as other types of disciplinary action at the discretion of management.

Supervisor Responsibility:

In the event of damages to a motor vehicle (KE&G or Private), KE&G equipment, or an at fault utility hit, the supervisor and the employee(s) will complete a detailed incident report in HCSS.

Employee Responsibility:

The day after the incident, the responsible employee(s) will describe the events in detail to their crew. Details will include the cause, contributing factors, the cost of the incident (provide by the safety department), how to prevent the incident from occurring, and what this employee(s) has learned. Acknowledgement of the cost to KE&G of the incident and the negative impact to all KE&G employee's ESOP. In the event this incident is non-preventable, discussions will be had regarding the incident as a lesson learned for other employees.

Disciplinary Action:

As part of the disciplinary process, the employee will attend the next monthly supervisors meeting either in Sierra Vista (Tuesday) or Tucson (Wednesday) and the supervisor will make the arrangements to get the employee to the meeting. If the meeting falls after end of shift, and if employee is hourly, they will be compensated for their time. In the supervisor's meeting the employee will follow the same steps for discussion as outlined above.