



Lewis Energy Group®

STANDARD OPERATING PRACTICE

Vehicle Incident Reporting

Lewis Energy Group
Version 1.1
June 2024

Table of Contents

1.0	Purpose and Scope	3
2.0	Overview & Detail	3
3.0	Document Control	4

Acronyms and Abbreviations

ATV	All-Terrain Vehicle
BU	Business Unit
CMV	Commercial Motor Vehicle
EOC	Emergency Operations Center
HSE	Health, Safety, Environmental
LEG	Lewis Energy Group
LRM	Lewis Resource Management
SOP	Standard Operating Practice

1.0 Purpose and Scope

This procedure applies to all Lewis Resource Management¹ (LRM) team members who utilize company-owned or leased CMVs or light duty vehicles, drive their personal vehicles, or other motorized equipment to include but not limited to: trailers, towed equipment, Forklifts, Manlifts, ATVs, construction equipment and golf carts while in the course and scope of assigned work duties, regardless if on a public or a private road or within any LEG properties.

The scope of this procedure extends to all LRM team members and any driving activities in the course and scope of their daily duties.

2.0 Overview & Detail

- All vehicle related incidents will be reported immediately.
- Ensure scene is safe/secure for other vehicle traffic.
- Assist with any injured parties.
- **Do not leave the scene until directed by your management team or HSE.**
- Notify your immediate supervisor, EOC (210-384-5000) and/or HSE representative of **ANY** vehicle incidents as soon as possible. (NOTE: If there are injuries, first call 911).
- This initial notification is required regardless of the amount of damage and whether or not the vehicle was parked when damaged.
- Additional personnel may need to respond to the scene depending on the severity of the incident.
- Actions to be taken at the scene include:
 - Notifications of Immediate Supervisor, EOC, HSE, Emergency Services, Law Enforcement, as required.
 - If directed by EOC and/or HSE, take relevant pictures at the scene (i.e.) dead animals, damage to equipment/vehicle, third party license plate, LRM vehicle unit number, etc.
 - Collect and document all vehicle liability, driver contact information, etc. from other vehicle operator(s) involved in the incident to include 3rd parties.
 - LRM Team member's Supervisor, EOC and/or HSE Safety Representative will provide additional instructions for further actions, as required.

¹ "Lewis Resource Management (sometimes referred to as "LRM") is a subsidiary of Lewis Energy Group (sometimes referred to as "LEG") and any policies and procedures referring to one or the other of LEG or LRM shall apply to both

3.0 Document Control

Version	Change Date	Change Description	Changed by	Approved by	Approval Date
1.1	10/18/19	<ul style="list-style-type: none">• Put in new SOP format• Add Document Control• Add TOC• Add Acronyms and Abbreviations	Colin Clark	Ken Phillips	10/18/19
1.1	6/26/24	Review Only	Colin Clark		6/26/24

The detail contained within this document relates to the activities associated to the Lewis Resource Management Vehicle Incident Reporting procedure. As such, information contained within this document may be of a proprietary or confidential nature. Any printed version of this document must be regarded as an uncontrolled copy, and must be verified against the current electronic version located at the Lewis Energy Group HSE Portal.