



"ECCOSlips"

The **ECCOSlip** Program is a way to directly impact the ECC **Environmental Health & Safety (EHS) and Quality Programs**.

ECCOSlips are a mechanism to provide feedback and contribute to the EHS & Quality Program in the following ways:

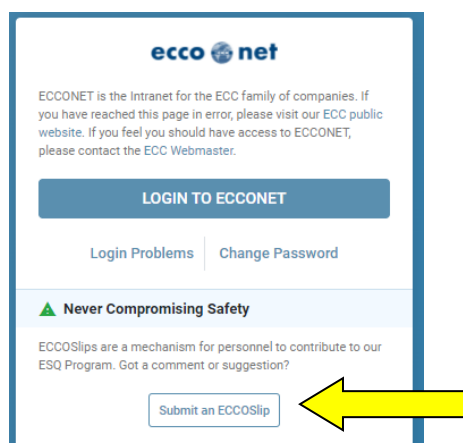
- **Recognizing fellow employee contributions to for a job well done**
- **Suggesting ways to improve the EHS & Quality Program**
- **Reporting a potential hazard or high-loss potential incident ("near miss") whether it be a condition, act, or behavior.**
- **Reporting a potential quality concern.**
- **Identifying opportunities for continuous improvement**

Have an idea to improve EHS & Quality? Want to recognize someone who has contributed to the Office or Project's EHS & Quality Program? Observed an unsafe condition or behavior that needs to be corrected? Or is there a potential quality concern that could be improved? Try the **ECCOSlip**. It's convenient and easy to use.

To Submit an ECCOSLIPs:

1. Use the link on the ECCONET sign-in page:

[ECCONET :: The Intranet for the ECC family of companies ::](#)



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2. Use the QR code on the site posting:

**ECC'S ONLINE
ECCOSLIP FORM!**

What is the ECCOSlip Program?

The *ECCOSlip Program* is an easy way for employees and project team members to communicate with leadership about what's going well and how to continuously improve our safety and quality in the office and on the project.

The *ECCOSlip Form* is a simple, short, quick, and anonymous (if desired) form that allows employees to:

- Recognize someone for their contributions to safety or quality
- Make suggestions for EHS&Q continuous improvement
- Report a safety or quality concern

Submitting an ECCOSlip Form is Easy!

- Visit <https://eccoslip.ecc.net>
- Use the QR code
- Submit a paper form

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3. Simply fill out the **ECCOSlip** with your information, then deposit the **ECCOSlip** in the designated box, give it to your Supervisor, or a member of the EHS & Quality staff.

There is a line to sign your name, but if you wish to submit the information anonymously,, then you may leave that line blank.

The **ECCOSlip** may be used relative to any operations at all ECC offices and projects.

Guidelines for completing the **ECCOSlip are as follows:**

To Recognize an Employee or Group for Proactive EHS & Quality Contributions/Actions:

- Print the individual(s) or group name in the OBSERVATION section of the form.
- Describe the reasons that the person or group deserves the recognition.

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- Place the **ECCOSlip** in the designated box or give it to your Supervisor or member of the EHS & Quality staff.

Suggestions for EHS & Quality Improvement

- EHS & Quality suggestions are those that promote EHS & Quality goals and are encouraged. Suggestions may include ways to improve a workplace condition, practice, or process.
- Print the suggestion in the OBSERVATION section of the form.
- Place the **ECCOSlip** in the designated box or give it to your Supervisor or member of the EHS & Quality staff.

Report of Potential Hazard or High-Loss *Potential* Incident

- First of all, correct immediately dangerous situations right away or barricade the hazard and/or remove personnel until the condition, practice, or hazard can be corrected.
- If the situation is one that you can address easily by yourself or with your co-employees or supervisor, then please do. For example, cleaning up some spilled water on a floor.
- If there is an issue that requires more than a quick, simple solution, but needs timely attention, report it to your Foreman, Superintendent, Supervisor, or member of the EHS & Quality staff, and indicate this on the ACTIONS TAKEN section of the **ECCOSlip**.
- In any of the cases above, place the **ECCOSlip** in the designated box or give it to your Supervisor or EHS & Quality staff member.

Report of Potential Quality Concern

- If possible, correct significant deviations from established quality requirements immediately, if you have the ability to do so.
- Try to correct the concern on your own or within your work team. If you correct the problem, fill in the ACTIONS TAKEN section of the **ECCOSlip**.
- When you cannot resolve the quality concern yourself, report it to your Supervisor or EHS & Quality staff member and record this on the ACTIONS TAKEN portion of the **ECCOSlip**.