



# INCIDENT REPORTING

**Always report any work-related injury or musculoskeletal problem to your supervisor.** The company has a plan for treating these concerns. Provide first aid and know where first aid supplies are located. Dial 911 if the emergency is life-threatening, involves a serious eye injury, excessive bleeding, limb-threatening or requires rescue. Get treatment at your company's preferred urgent care for all non-emergency injuries. Follow the company directed medical plan. The company drug-free workplace program requires post-injury screens.

## SEE MORE INFORMATION AT MEM-INS.COM

- Treat severe injuries with first aid kits in your work area and dial 911 for injuries that are life-threatening or limb-threatening.
- Know emergency/night contact numbers for supervisors and business managers.
- Know the address to your current jobsite. This ensures emergency responders will get to your incident quickly.
- Know phone numbers and addresses to local occupational clinics and hospitals. Follow your company's directed medical plan when seeking care for an injury.
- Know after-hours phone numbers for company management.
- Report work-related injuries to your supervisor, in writing, by the end of your work shift.
- Report any witnessed injury to any coworker or bystander to your supervisor by the end of your work shift.
- Report any orthopedic injury, even non-specific pain that may be attributed to your employment or job to your supervisor before the end of your work shift.
- Report any damage to equipment, tools or machines that causes hazards for employees, before the end of your shift.
- Supervisors must report any employee injury up the chain of command to management immediately.
- Supervisors must immediately respond to any employee injury to begin an investigation. Save damaged equipment, photograph the scene and get written statements from injured workers and witnesses.
- When a third party is involved, get as much information about them as possible and take photos of the scene.
- Supervisors: Document any time an employee declines your offer for medical treatment. A drug and alcohol screen may still be required even when treatment is not sought by the injured employee.
- Our company has a written post-injury drug and alcohol screening program. Post-injury screening is required after employee injuries, incidents and damage events.



**Know where to find jobsite first aid kits and fire extinguishers. Learn first aid, CPR and how to use an AED and a fire extinguisher.**



**Report unsafe conditions or equipment found on the jobsite.**



**Always read machine owner's manuals and warning labels. Do not operate machinery unless you are trained and authorized.**

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Springfield Contractors Association assumes no liability for its use. Advice about specific situations should be obtained from a safety professional. 08-09-19 by MW*