Accident / Incident Procedure

When any accident or incident occurs all Managers are to complete an accident report and investigation.

1. Do it now! Don’t put it off.

2. Don’t assign blame instead gather facts.

3. Personally visit the scene off the accident.

4. Talk to and listen to the injured person.

5. Talk and listen to all persons who witnessed the accident.

6. Take enough time to do things right, don’t rush.

7. Complete (print) the accident reports form completely, accurately, and legibly.

8. Complete all sections of the accident report. Attention to detail is critical. If a Question is not applicable write capital NA, do not leave it blank.