



One critical aspect, which separates an outstanding safety program from an average program, is accident reporting, investigation and follow-up. Timely reporting is critical to ensure prompt medical treatment and investigation of the circumstances surrounding the incident. Proper investigation should uncover the safety hazard and/or unsafe practice(s) that caused the accident. By eliminating the hazard or unsafe practice, future accidents can be reduced/eliminated.

POST ACCIDENT GUIDELINES

Ensure the work environment is safe to provide aid to the injured employee(s) and/or all other employees and contractors.

Assess the injuries to the injured employee(s) to determine next steps:

- *Assist the injured employee(s) with minor first aid and /or comfort*
- *Take injured employee(s) to the nearest Occupational Clinic (NOVA or Concentra)*
- *Call an ambulance if moving/transporting the injured employee(s) will cause further damage*

If medical attention will be needed, use the Integrity HR Management Post Accident packet in your manual to determine the nearest clinic. The following documents can be found in your PA packet:

- *Authorization for Disclosure of Protected Health Information (English and Spanish)*
 - *When completing the form use a 10-year date span where asked*
- *Notice to Employees Concerning Workers' Compensation (English and Spanish)*
- *Safety Policy, Rules and Guidelines from the Employee Handbook (Drug Free Policy)*
- *NOVA- Maps, Authorization Forms and ER f/u form*
- *Concentra- Maps and Authorization Forms*

Have injured employee(s) sign the **Authorization for Disclosure of Protected Health Information**.

Injured employee(s) should be accompanied to the clinic/hospital to ensure a drug/alcohol test is administered.

Initiate post-accident investigation.

Contact Pete Delgado (210-875-0387) immediately.

Leave a message or send a text if there is no answer.