

POST-INCIDENT CHECK LIST: AVOIDING A NIGHTMARE

Superintendents/Safety Forum
TEXO
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INTRODUCTION

Even with most diligent efforts by all to follow safe construction practices on site, serious incidents will still happen. The events in the immediate aftermath of a serious incident can make the difference between an unfortunate but manageable situation and a disaster for the injured and for the companies involved.

The following information and considerations are not intended to be an exhaustive legal analysis but rather a practical approach to serious incidents from a lawyer's perspective.

SLIDE 3 – RATE OF FATAL WORK INJURIES, 2006-2010*

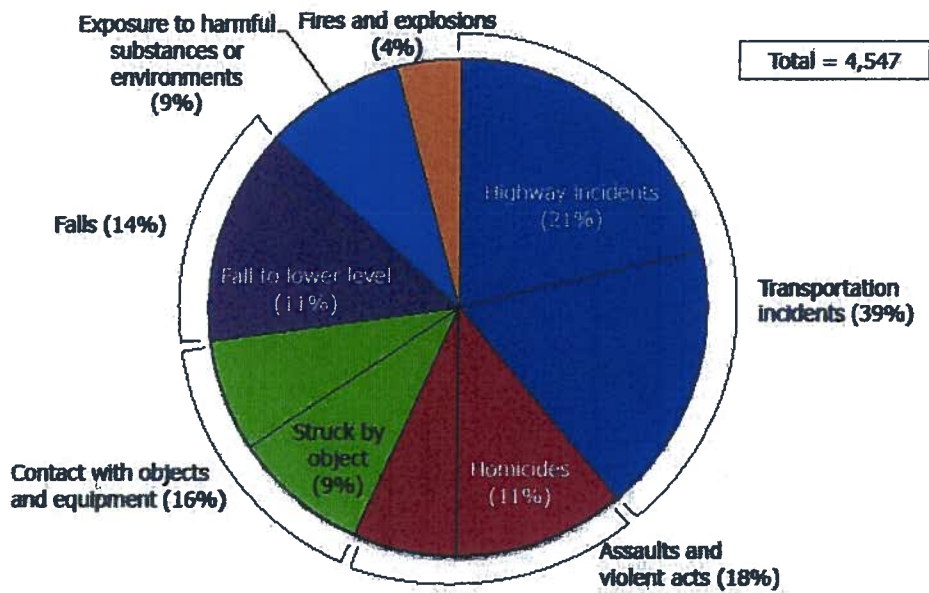
SLIDE 4 – MANNER IN WHICH FATAL WORK INJURIES OCCURRED, 2010*

SLIDE 5 – NUMBER OF FATAL WORK INJURIES INVOLVING HISPANIC OR LATINO WORKERS, 1997-2010*

SLIDE 6 – FATAL WORK INJURY RATES, BY AGE GROUP, 2010*

SLIDE 4- MANNER IN WHICH FATAL WORK INJURIES OCCURRED, 2010*

Manner in which fatal work injuries occurred, 2010*

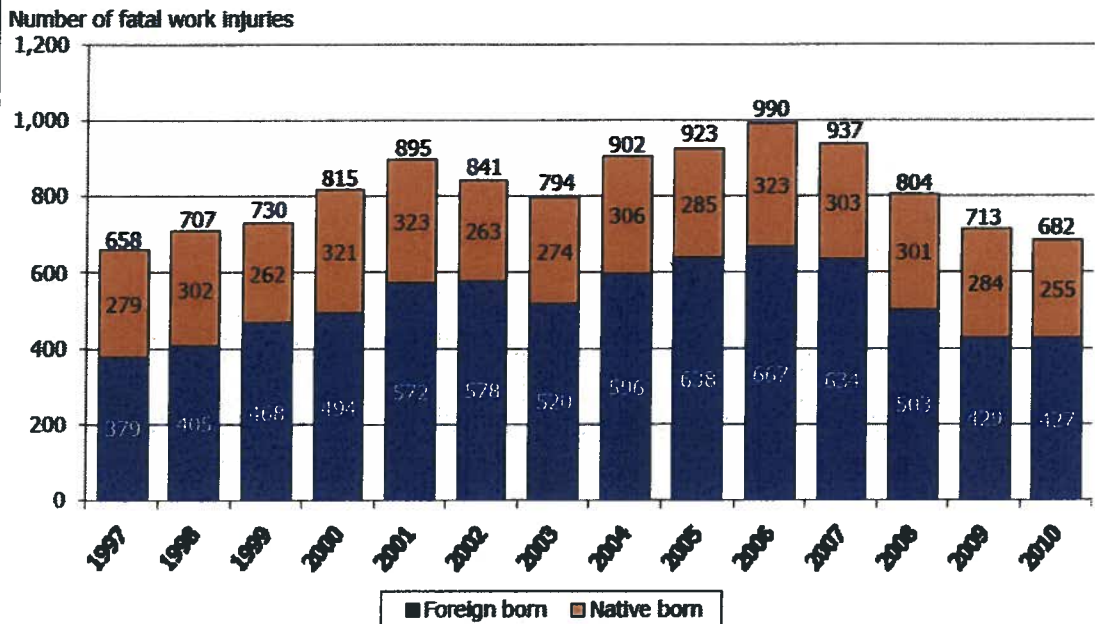


More fatal work injuries resulted from transportation incidents than from any other event. Highway incidents alone accounted for more than one out of every five fatal work injuries in 2010.

*Data for 2010 are preliminary.
NOTE: Percentages may not add to totals because of rounding. Transportation counts are expected to rise when updated 2010 data are released in Spring 2012 because key source documentation on specific transportation-related incidents has not yet been received.
SOURCE: U.S. Bureau of Labor Statistics, U.S. Department of Labor, 2011

**SLIDE 5 – NUMBER OF FATAL WORK INJURIES INVOLVING
HISPANIC OR LATINO WORKERS, 1997-2010***

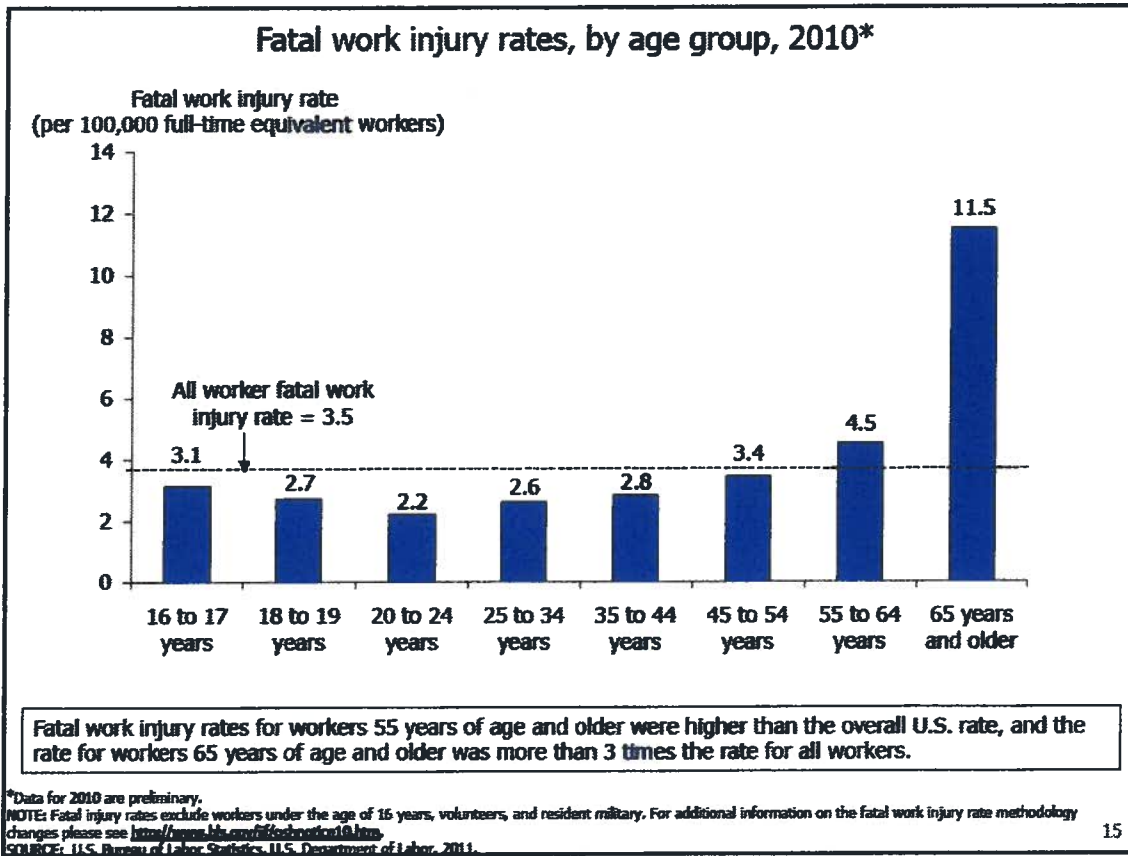
Number of fatal work injuries involving Hispanic or Latino workers, 1997-2010*



Fatal work injuries involving Hispanic or Latino workers continued to decrease in 2010 after reaching a series high in 2006. About three-fifths of fatally-injured Hispanic or Latino workers in 2010 were born outside of the United States.

*Data for 2010 are preliminary. Data for prior years are revised and final.
NOTE: Data from 2001 exclude fatal work injuries resulting from the September 11 terrorist attacks.
SOURCE: U.S. Bureau of Labor Statistics, U.S. Department of Labor, 2011.

SLIDE 6 – FATAL WORK INJURY RATES, BY AGE GROUP, 2010*



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HAVE A PLAN IN PLACE BEFORE THE INCIDENT

Every company should have a safety plan including an emergency plan in place not only so that people know what to do, but to know who will be responsible for doing it. The plan should have names and numbers of whom to call, and should be in a place known and available to all for easy access in an emergency.

Your company guideline should include procedures to follow in case of a serious incident. At a minimum, it should contain contact information, including cell numbers, where applicable, for those persons the project will contact in case of a serious incident. In the perfect world everyone on the emergency response team chosen before the project began will know what is expected of them in case of a serious incident. Many of the functions described in an incident guideline can be carried on simultaneously.

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SECURE THE INJURED PERSON

- a. Know who, if anyone, on site has training in First Aid.
- b. Instruct the person reporting the incident and others generally to move the injured person only to the extent necessary to prevent further injury until a person trained in First Aid arrives. There may have to be movement of materials to render first aid—try to identify the original location before movement of any items.
- c. Call 911 and direct responders to an entrance to the site with appropriate access to the person. Make certain that the entrance is suitable for the particular emergency equipment. As you know, many municipalities require the designation of an accessible emergency entrance.
- d. Put someone in charge at the scene. Make sure that person stays with and comforts the injured person until help arrives and only then begins with assistance to control the scene of the incident.
- e. If the injured person is an employee of a subcontractor, contact the injured person's project supervisor and appropriate safety personnel and provide assistance. Generally, the subcontractor should have a safety program which includes incident procedures

which should be implemented. The general contractor safety supervisor should certainly assist but also should be careful not to interfere with the subcontractor's safety procedure. (See section below on Role of Safety Supervisors.)

- f. The subcontractor employer should contact the family immediately. In the most serious cases, personal (and management) contact should be considered.
- g. The injured person should be accompanied to the hospital by project personnel, if practical.
- h. In case of death and serious injury, it is appropriate for any project personnel to express their condolences to the family.

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REPORT THE INCIDENT

- a. Any work-related fatality, including heart attacks, must be reported to OSHA by telephone within eight (8) hours of the incident or as soon as possible. Report the incident to the closest OSHA office. If unsure, call the toll free national number, 1-800-321-OSHA.
- b. Multiple hospitalizations must also be immediately reported to OSHA if there are at least three workers admitted to the hospital from the same cause. Motor vehicle incidents on public highways or transportation systems are not included.
- c. A worker injured on the job site, including heart attacks, who then dies within thirty days, must also be reported to OSHA within the same eight-hour time frame.
- d. In Texas, the county Medical Examiner also has jurisdiction to investigate fatalities. In our experience, the 911 call is usually sufficient contact to state agencies and municipalities.
- e. You may need to obtain the permission of the Medical Examiner or other authorities prior to releasing the scene for continuation of work.
- f. When reporting the Incident to the authorities or insurance, be prepared to give names, dates, times, location of incident, company contact information, and a brief description. Do not guess,

speculate, or repeat secondhand information as to the cause of the incident to the authorities or to anyone else. In our experience, there is a high probability that the early information is either wrong or extremely incomplete. If asked about the cause of the incident, give only the facts not opinions.

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SECURE THE SCENE OF THE INCIDENT

- a. Take immediate steps to prevent further injury on site.
- b. Evacuate the incident area.
- c. Preserve the site by roping/taping off the incident area or otherwise preventing access.
- d. Prevent entry into the incident area by anyone other than medical or investigative teams.
- e. Shut down operations in the affected area. In fatality cases, it is not unusual to shut down the work site for the remainder of the day.
- f. Do not allow changes to the scene except as necessary to provide assistance until the scene has been “released” by the appropriate authority which may include OSHA and the medical examiner.

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PICTURE

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PICTURE





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SECURE INFORMATION

- a. **Privileged information.** There are two important privileges which need to be considered relative to the investigation of a serious incident.

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- i. **Party communication privilege.** Where a party “reasonably anticipates litigation” might occur from an incident, that party has a privilege to share information related to an incident among its own employees or agents without ever having to disclose the information to others. This privilege is sometimes referred to as the “investigative privilege.” It is called “investigative privilege” because Texas has a public policy to allow companies to investigate claims and incidents without fear that what they write or say within what could be called the “circle of trust” will be used against them in a civil lawsuit. We do thorough investigations because that is how we prevent future incidents. The most important thing to remember is that communications, verbal or written, to anyone outside the circle of trust are NOT privileged.

Who is in the circle of trust? Other company employees and agents of the company such as the insurance adjuster and claims representative and the lawyer are within the circle. Always be careful what you write, but in the case of a serious incident, be especially careful if something is going to be sent to anyone but the company and its agents.

Does that mean you can't write anything to anybody else? No. The privilege only applies to things meant to be confidential. All analyses of the cause or effect of a serious incident are meant to be confidential. What hospital the injured person is in is not meant to be confidential. When in doubt, call your

lawyer before you hit send on your reports. If that lawyer does not know about the privileges, get another lawyer...fast.

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ATTORNEY-CLIENT PRIVILEGE

The scene of a serious incident is not the place to save on attorney fees. Hopefully your insurance company is smart enough to send one. If they don't, which is often times the case, then get one out there yourself. The lawyer is an important incident resource for the project supervision especially for dealing with sometimes complex regulatory matters and can facilitate the investigation by helping answer inevitable legal questions. The lawyer should review and secure documents related to the contract, the injured person, inspection records, training records etc.

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SAFETY TRAINING/EQUIPMENT INSPECTION RECORDS

One of the inquiries will be whether or not the injured person was adequately trained for the particular task being performed and whether there are records documenting that training. We can't emphasize enough the importance of sign in sheets both in the personnel file and in the project file. A general safety video in English and Spanish covering the important hazards with a sign in sheet and a hardhat sticker—no exceptions—is a very powerful tool.

You may also be asked to produce your equipment inspection records.

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PHOTOGRAPHS AND WRITTEN STATEMENTS

Photographs are a more complicated issue than you might think. Our view is that photographs of incident scenes should be left to the professional investigator. Amateur photography often does not show what you want to see or shows things in a way which is potentially misleading.

Easy to say, but in today's world, hard to do, especially since many people have a camera in their pocket on their cell at all times. There are no privileges which relate to pictures.

Your jobsite security and time-elapsed photos may also provide a source of information which should be examined.

Written statements can be helpful or harmful. Generally, they are discoverable. They may be an attorney-client privilege. OSHA has authority to take written statements but generally "redacts" any identifying information given by the witness. Your employee can request that the company be present during the statement.

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THE ROLE OF THE SUBCONTRACTOR SAFETY SUPERVISOR

GC's generally take the position that they do not control the manner of work of the subcontractors. Yet many of them believe it is necessary to control the safety investigation of the subcontractor. We believe that it is a mistake for the GC's safety superintendent to shove the subcontractor safety superintendent out of the way when a serious incident occurs. The investigative authorities may prefer to deal with the General. The news media may prefer to deal with the General but it is the Subcontractor's employee, its contract, its safety program, and its insurance which should normally ultimately be the focus of any claim. The General should be responsive to the authorities and fully supportive of the subcontractor. The General should be present at all meetings where its presence is desired or required or helpful. Before the project begins, the subcontractor safety superintendent should be informed of what will be required of him in the case of serious incidents.

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THE PRESS

We are not experts in public relations. However, we know enough to know that "no comment" is not the correct answer to a reporter after a serious incident. Some form of announcement which sincerely conveys the sorrow of the company

that an incident has happened, the respect the company has for its workers, (or subcontractors) the hope for the well being of the injured person and family, and the commitment of the company to investigate, seem to be widespread post-incident media advice from public relations professionals.

CHECKLIST

- ✓ **Take immediate steps to prevent further injury on site**
 - a. Evacuate, if necessary
 - b. Prevent entry by anyone other than medical or investigative team
 - c. Shut down operations
- ✓ **Take care of any injured persons.**
 - a. Stay with and comfort injured person
 - b. Call 911
- ✓ **Call the Company investigative team. Safety plan should designate who to contact.**
- ✓ **Call the Company Lawyer**
- ✓ **Designate Company representative to contact—in person if possible--relatives of injured persons.**
- ✓ **Alert other government authorities if necessary**
 - a. When to alert OSHA
 - b. When to call the police
- ✓ **Preserve the site by roping off the area or otherwise preventing access**
- ✓ **Make a written record of initial observations**
 - a. Draw a map of the area indicating placement of injured person, equipment and any potential evidence.
 - b. Make notes of conditions of equipment, ground, weather, time of day etc.
 - c. There may have to be movement of materials to render first aid—try to identify the original location before movement of any items.
- ✓ **Obtain the identity of witnesses—all people who might have information about the incident.**
 - a. Workers on site: Obtain addresses, telephone numbers, crafts and company employer.
 - b. Member of Public: Obtain addresses and telephone numbers.
- ✓ **Designate a Company representative to speak to the press—make no substantive statement until a thorough investigation has been completed.**
- ✓ **Prepare a written incident report for all serious incidents with details of what happened, when and who was involved.**

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WHAT NOT TO DO

The goal is to provide appropriate, true, and timely information to all inquiries—but not to casually discuss with others or speculate on why or how the incident happened.

Here is a checklist of some things to remember not to do:

- ✓ Photographs to be taken by a trained incident investigator.
- ✓ Do not talk to anyone outside the Company (except the Company lawyer) speculating about what happened.
- ✓ Do not speak to the press unless you are the designated Company representative.
- ✓ Do not speculate about the cause of the incident or the extent of the injuries to others or in written reports or notes.
- ✓ Do not speculate as to whose fault the incident might have been.
- ✓ Do not admit fault on behalf of yourself or the Company before fault has been conclusively established.
- ✓ Do not move an injured person except to prevent greater injury – wait for medical personnel including First Aid trained employees.
- ✓ Do not resume operations in the area without permission from inspecting authorities (OSHA, police, medical examiner).
- ✓ Be very cautious about communications -- especially to anyone outside the Company.

For further questions about safety procedures and protections on construction sites please contact us as Martin & Martin Law, 3930 McKinney Ave., Suite 161, Dallas, Texas 75204; (214) 528-0890.

GENERAL INCIDENT PROCEDURES

Prior to starting construction activities each project should rehearse and be familiar with the emergency procedures. Each project may consider running a practice drill to ensure that assignments are clear.

In the event of an incident:

- Notify a supervisor / Call 911, if needed
- Provide emergency care, as needed
- Implement job site emergency plan, if needed

1. JOB SITE EMERGENCY MANAGEMENT PLAN

In case of incidents resulting in serious injuries, order may be maintained by having previously assigned responsibilities to specific individuals. These assignments should be identified in the project's Plan and posted throughout the project trailers or offices.

In the event of injury or incident the Project Manager or Superintendent should implement the following emergency action steps:

a. Activate the Jobsite Emergency Management Team

When notified of an incident the Project Manager or Superintendent should initiate the Jobsite Emergency Management Team. Initiating the Jobsite Emergency Management Team provides the additional resources and orderly action of all team members.

Project Manager:

Alert emergency authorities as necessary. Contact appropriate subcontractor personnel, if applicable. Secure and/or evacuate crisis area to eliminate additional injuries. Notify "Serious Incident Team" member. Maintain jobsite safety.

Superintendent:

Arrange to have someone available to go to the hospital with the injured (prefer employer of injured worker.) Assist Project Manager in securing safety conditions. Inspect area for additional problems.

Other Personnel:

Maintain jobsite security. Refer all inquiries directly to Project Manager.

Family Contact:

News of serious injury or death of an employee to the spouse or parents of that employee should come directly from the company, not from news media, and preferably by personal contact from a trained member of the EMT. Personal contact provides consideration of the relative's reactions and will prove beneficial in human relations with all employees. A visit by a company official, if possible, is often appreciated by the relatives.

b. Care for the Injured

The first concern at an incident scene, regardless of its seriousness, is care of the injured. Nothing should interfere with this concern except safety of the rescuers.

c. Protect other People and Property

Authorized persons are initial first-aid and emergency medical providers, project management, corporate representatives or other personnel authorized to investigate the incident.

- Unauthorized personnel should be kept away from the incident area.
- Secure all gate, entrances or access points to the project or work area.

d. Alert the Serious Incident Team

In the event of a serious incident, the project manager should immediately contact the Emergency Management Team, Operations Manager and Managing Director. The Operations Manger should verify notification of the Emergency Management Team.

Examples of when to contact the serious incident team include any Incident (including accidents or injuries) when the police, ambulance or fire departments have been called to provide assistance or any event that either attracts or may attract the media (picketing, protests or similar civil activity).

ALWAYS NOTIFY THE OPERATIONS MANAGER OF ANY SERIOUS INCIDENT

I'm in an Emergency! What Do I Do?

Call: _____

To speak with the corporate response leader: _____. If for any reason you have trouble getting resolution through the hotline, call one of the people listed below

Contact	Regular Hours	after Hours	Role
_____			Emergency Team Leader
_____			Safety Director
_____			Spokesperson
_____			Managing Director
_____			Safety Specialist
_____			Director of Risk Management

The Emergency Management Team will contact the attorney, insurance carrier and other appropriate government agencies, if necessary.

e. Make a Visual Walk-Through of the Incident Site

Conditions at an incident scene may change rapidly. After activating the emergency action plan, the Subcontractor Project Manager or Superintendent or Safety Department should utilize the incident investigation form. Take notice of the location of potential evidence. Record this information as the walk-through is made.

Only after the incident site is safe to approach should the area be approached. To prevent alteration of the scene prior to completion of the investigation, the incident site should be secured as well as is practical immediately after the occurrence.

To the extent possible get the permission of the inspecting authority (including when applicable the police, OSHA, the medical examiner) before restarting work in the area. There may have to be some movement of materials in order to render first aid. After the injured person is removed from the scene, remember that documentation of the particular area may be important in the investigation.

The method used to secure the site will depend on the conditions and circumstances involved. Several methods are:

1. Roping off the area using barricade tape or rope.
2. Closing a walkway or stairway leading to the area.
3. Watch the area and prohibit access to it or post security to prohibit access.
4. It is our policy to prohibit any unauthorized pictures of any project.

f. Obtain Identity of Witnesses

Obtain the identity of all people who might have information about the incident. Record their names, addresses, telephone numbers, trade and employer's name. If members of the public are witnesses, obtain their addresses and telephone numbers.

g. Prepare Incident Report

An incident investigation form should be prepared for the incident investigator. The form should contain facts of what happened, when it happened and who was involved.

h. Dealing with Press Inquiries

Once the injured person and the scene have been secured and the proper notification given, our goal is to provide appropriate, true and timely information to all media inquiries. The process of sharing information is most effective after the details have been analyzed. If the jobsite is contacted by a news reporter or the press, refer them to the Subcontractor Corporate Spokesperson or a member of the Emergency Management Team.

Only employees authorized by the Subcontractor Corporate Spokesperson or a member of the Emergency Management Team should speak with a news reporter or the press.

If a news reporter or the press asks you for information, you should:

1. Be courteous.
2. Advise them that information will be forthcoming from the Corporate Spokesperson as soon as an investigation is conducted and the facts can be ascertained.
3. Take the person's name and phone number and inform them they will be contacted.
4. If a situation arises in which you are forced to respond to the media, please keep the following points in mind.
 - Prior to speaking or responding to the media, contact _____ or _____.
 - Be factual, be concise. Don't guess at what you think happened. For example: you might say, "The incident involving a _____ occurred approximately ___ hours ago. We will have details upon conclusion of

the investigation. All information will be available from the appropriate corporate spokesperson. He can be reached at _____."

- Do not make any comments off the record.
- Do not say "no comment."
- Do not predict future actions.
- Do not place blame or make any comment which can be construed as an accusation.
- Be professional.
- Do not smoke, chew gum or eat anything while responding.
- It is acceptable to offer sympathy to the victims and/or family.

2. _____ VEHICLE INCIDENT

In the event of a motor vehicle incident, the driver should be professional and respectful at all times. Take the following actions:

Take immediate action to prevent further damage or injury.

- a. Pull onto the shoulder or side of the road.
- b. Activate hazard lights (flashers) and place warning signs promptly.
- c. Assist any injured person, but don't move them unless they are in danger of further injury or unless instructed by qualified medical personnel.
- d. Call the Police
- e. If someone is injured, request medical assistance.
- f. If you do not have a phone available or nearby, write a note giving the location and seriousness of the incident and give it to a "reliable" motorist and ask him/her to contact the police.
- g. The vehicle should not be left unattended, except in an extreme emergency.
- h. Exchange identifying information with the other driver.
- i. Give no comments or opinions about responsibility, the other parties or yours except to recite the facts to duly authorized law enforcement.
- j. Secure names, addresses, and phone numbers of all witnesses, or the first person on the scene if no one witnessed the incident.
- k. Complete the Vehicle Accident Report Form. Write legibly. Answer all questions completely or mark "not known."
- l. Project Manager or Superintendent Responsibilities:
 - Call and report the accident to Risk Management / Safety Director
 - Fax a copy of the Vehicle Accident Report Form
 - Risk Management fax _____ or Safety Director fax _____

Risk Management office _____ or Safety Director office _____

EMERGENCY PROCEDURES**1. Emergency Action Plan (EAP)**

Our goal is ensure prompt and immediate action in an emergency to protect life and property. In the event of an emergency, the following procedures should be followed.

2. Responsibilities**a. Nearest Employee (Subcontractor or General Contractor)**

1. The employee nearest the stricken person should call 911 (or the emergency phone number posted in your area);
2. Notify the nearest supervisor to come to the scene;
3. Notify the affected Superintendent/Project Manager; and
4. An individual trained in first-aid should be identified to apply emergency rescue procedures until medical assistance arrives.

b. Contractors

1. Each contractor is responsible for establishing procedures for their personnel to receive treatment for any injury, whether it is minor or major. Contractors are encouraged and may be required to have at least one employee at each job site that is trained in first-aid. After an ambulance has been dispatched, all major injuries must be reported to the job site Superintendent or Foreman.
2. Each contractor shall provide First Aid kits for their employees and make it available on site at all times.

c. Project Manager

1. Serves as the response coordinator and coordinates notification of all contractor field supervision on site in the event of an emergency.
2. Notify the Corporate Office. Communicate with the Owner/Client as needed.
3. Evaluate the effectiveness of the EAP.

d. Superintendent

1. Serves as response coordinator in the absence of the Project Manager.
2. Coordinate evacuation process, if necessary.
3. Track evacuation of contractors and report status.
4. Coordinate the shutdown of all critical processes, and communicates status of shutdown.
5. Coordinate security of evacuated area.

e. Procedure

1. There are many common steps in all types of emergencies; steps that are the same for all emergencies are discussed below. Each project is required to establish, assign and maintain an Emergency Action Plan. No plan can cover every contingency.
2. *Additional steps for each type of emergency are listed in a corresponding section, Fire, Bomb Threat, Chemical Release, Weather-Related Emergencies and Post-Emergency operations.*

3. In the Event of an Emergency – Specific Cases

a. Fires / Explosion

For fires, which cannot be controlled with extinguishers, Fire Department shall be summoned for assistance by calling 911. Answer the dispatcher's questions. Give nature of fire (what's burning, etc.) Give directions to the site.

1. *If uncertainty exists where employees are injured or accounted for, ask EMS for standby.*
2. *If the potential for more fire outbreak or explosion exist, activate evacuation procedure/alarm. Each Contractor should have a designated area for all his people to gather for head count.*
3. *Initiate the Emergency Action Plan, appropriate parties on emergency phone list and notify the Serious Accident Team.*

b. Adverse Weather / Notify Your Subcontractors of Following

1. Notify all Subcontractors on site.
2. Subcontractors to secure material from blowing off of structure, which can injure employees.
3. Remove affected Subcontractor's crews to shelter (inside building, crawl space, etc.)
4. Contact crane operators and crane supervisors. Cranes should not be operated in constant 30-MPH winds. Tower cranes are to "weather vane" when not in use so allowances needs to be considered to prevent other crane booms from clashing.
5. Personnel in trailer offices should evacuate to the structure during a tornado or high winds.
6. No work should be performed outside during a lightning storm.
7. Ensure that all in-place storm drain lines and receivers are operational.
8. To the extent possible under the circumstances, ensure all Owner buildings and property is protected:
 - a. Silt fence in place.
 - b. Drains clear and protected.
 - c. Sump pumps are in place and operational when applicable.
 - d. Adequate electrical power is available to include a back up portable source if required.

- e. Possible entry points to the site facilities are protected (sand bags, etc.) to prevent water entry.
- f. In the event of a heavy rain, the contractor shall monitor the project to ensure that control measures are operating and functioning to effect the protection of the people and the facility.

c. Medical Emergency

- 1. First Aid trained personnel will attempt to insure that the employee is secured from further harm, and initiate the 911 EMS. Give known information to the dispatcher when asked. Give direction to the Project and exact location of the injured employee.
- 2. Notify all the persons listed on the Emergency Phone List.

d. Bomb Threat / Terrorism

- 1. Report any unusual or suspicious activity or objects to the local authorities.
- 2. Inform the Project Manager of the bomb threat.
- 3. Notify Subcontractor Managers.
- 4. Do not hang up on phone threats; try to keep the caller talking. Contact civil authorities, if possible, during the call.
- 5. Evacuate the area of all contractor personnel until local authorities' personnel give the clearance to re-enter the area.
- 6. Document the threat (e.g., time and date; exact words of caller; description of voice: sex, age if apparent, tone, dialect; and background noises).

In the event of a national emergency where the code is RED, access to the site may be restricted.

EMPLOYER SERIOUS INCIDENT REPORT

Attachment "A"

Report completed by _____ Date _____

Project name & number _____

Date of incident _____ Time of incident _____ how many people injured? _____

Name of Injured _____ Name of Employer _____

First Aid given on-site ___ If yes, by whom _____

Ambulance called _____ if transported, name of hospital _____

Job Closed? _____

Describe the Injury: _____

Notification

- | | | |
|--|---|---|
| <input type="checkbox"/> Emergency Management Team | <input type="checkbox"/> Operations Manager | <input type="checkbox"/> Regional Manager |
| <input type="checkbox"/> Risk Manager | <input type="checkbox"/> Safety Director | <input type="checkbox"/> Human Resources |

Notification by Emergency Management Team

- | | | |
|--|---|--|
| <input type="checkbox"/> Insurance Carrier | <input type="checkbox"/> OSHA, if appropriate | <input type="checkbox"/> Family / Employer |
|--|---|--|

Photos of Incident Scene by Safety Department of Designee _____

What Happened _____

Names of witnesses:

Name _____ address _____

Name _____ address _____

Name _____ address _____

THE PROJECT SAFETY TEAM AND ASSIGNMENTS

The project safety team consists of _____. The project safety team is responsible for maintaining documentation and communicating safety goals and expectations. The following assignments are:

ASSIGNMENT	PRIMARY	ALTERNATE
Complete/document pre-construction safety planning checklist	<i>Name</i>	<i>Name</i>
Responsible for maintaining emergency management assignments	<i>Name</i>	<i>Name</i>
Report injuries	<i>Name</i>	<i>Name</i>
Maintain jobsite safety file (binders)	<i>Name</i>	<i>Name</i>
Responsible for maintaining required federal & state postings	<i>Name</i>	<i>Name</i>
SWPPP monitor or designated person	<i>Name</i>	<i>Name</i>
Conduct weekly safety meetings	<i>Name</i>	<i>Name</i>
Conduct/monitor/attend jobsite safety meetings	<i>Name</i>	<i>Name</i>
Complete/document pre-construction safety review with subcontractors	<i>Name</i>	<i>Name</i>
Review incident reports & report injuries	<i>Name</i>	<i>Name</i>
Establish location of nearest clinic and liaison with clinic	<i>Name</i>	<i>Name</i>
Person responsible for communicating the emergency action plan	<i>Name</i>	<i>Name</i>
Obtain/review subcontractors required safety submittals	<i>Name</i>	<i>Name</i>
Obtain/review subcontractor's safety program	<i>Name</i>	<i>Name</i>
Obtain/review subcontractor's MSDS information	<i>Name</i>	<i>Name</i>
Obtain/review subcontractor's weekly safety meetings	<i>Name</i>	<i>Name</i>
	<i>Name</i>	<i>Name</i>

PROJECT EMERGENCY MANAGEMENT ASSIGNMENTS

Post at each entry point to the office and at each phone in trailer

	RESPONSIBLE PERSON	ALTERNATE
Emergency Team Manager	<i>Name</i>	<i>Name</i>
Emergency Call for Ambulance, Fire or Police	<i>Name</i>	<i>Name</i>
Responsible for Administering First Aid	<i>Name</i>	<i>Name</i>
Accompanying Injured Person to Hospital	<i>Name</i>	<i>Employer Rep</i>
Notification of Injured Employees Family	<i>Name</i>	<i>Employer Rep</i>
Notification of Emergency Management Team	<i>Name</i>	<i>Name</i>
Job Site Communications	<i>Name</i>	<i>Name</i>
Site communication with emergency responders	<i>Name</i>	<i>Name</i>
Securing Job Site	<i>Name</i>	<i>Name</i>
Securing Incident Site	<i>Name</i>	<i>Name</i>
Directing Emergency Traffic	<i>Name</i>	<i>Name</i>
Evacuation of Job Site (if required)	<i>Name</i>	<i>Name</i>
Insurance Contact		
After hours emergency contact	<i>Name</i>	<i>Name</i>
Attorney contact		
Communications with Media		
Communications with OSHA		
Incident Investigation		
Communications with Insurance Company		

In case of emergency call: 911

Project Address:

Primary Clinic or Hospital:

Project Name

Hospital Name

Street, City, St, Zip

Street, City, St, Zip

Phone Number

Phone Number