**Injury, Non-injury, first aids, Near Misses**

1. Report to the supervisor that injury happens
   1. Employee fills out “**Employee Report of Accident**” Located on the company network.
   2. Supervisor/Lead Completes “**Supervisor First Report of Injury**” Located on the company network.
   3. Witness(s) fills out **“Witness Statement Form”** Located on the company network**.** Only complete if needed.
2. Employee Report of Accident and Supervisor First Report of Injury to be delivered to Human Resources to begin Safety Investigation.
3. Investigation to be done immediately: the responsible supervisor and Human Resource representative will be responsible for conducting a complete accident investigation.
   1. Complete all investigations regardless of injury, non-injury, first aid, near miss
   2. Reference the Accident Incident Investigation Form instructions on how to thoroughly complete. Located on the network.
4. Operations Manager and Supervisor will then be responsible for the completion of corrective actions and complete a safety stand down / sign off form.
   1. All corrective actions are to be reviewed until completed. Follow up daily if necessary.
   2. Stand down must take place same day of accident/incident.
5. Operations Manager will report to the Extended Leadership Team of investigation results. Including root cause, and corrective actions to prevent any similar accidents.
6. Please reference **Accident and Injury Reporting Procedures** for any additional information or questions including contact names and numbers. Located on the company network.