**Accident, Incident and Near Miss Reporting Procedures**

**Key Steps to Take in the Event of an accident**

1. **Take care of the injured victim(s) and or call 911 if needed. Complete communications to all key managers.**
2. **Follow up with all team members in regards to bloodborne pathogens exposure(s) and instruct in cleaning themselves up and or change out of contaminated clothing. Initiate exposure reporting and testing procedures.**
3. **Secure the scene and if the person was admitted to the hospital, then all equipment and or machinery is not to be cleaned up until EHS and management have given the “all clear” to place equipment and or machines back online only after a detailed investigation was completed.**
4. **Initiate a detailed investigation utilizing all provided accident and injury supervisor / employee accident forms, and witness statements. (Attached)**
5. In the event of an emergency situation such as serious bleeding, amputation, crush and or unconscious team member(s) then you should contact 911 immediately and send someone to the front of the building to hail down the ambulance(s). You should then contact the Plant Manager. At this time, he will complete the call list to all key managers such as HR, Corporate HR, Corporate Safety and EHS consultant if needed.
6. Once the victim(s) have received medical treatment then you should ensure that there is no post exposure blood borne pathogens contamination cases within team members and if there is then they should immediately be told to wash off the affected area with soap and water. If the clothing has been contaminated then they should be told to go to a private location and change into clean clothing. Any clothing that has been contaminated by blood or bodily fluids should be considered “contaminated.” Team members should then be offered an opportunity for “Post Exposure Testing/Vaccinations” at a local clinic, hospital and or ER. In the event that an individual declines any post exposure treatment, then that should be documented. After any blood borne pathogen incident clean -up procedures should be completed by wearing latex gloves, face shield, googles and face mask apron and or arm sleeves depending upon the exposure level. Clean up should be completed with bleach and water and all items that cannot be cleaned up should be placed in a red bio hazard bag and disposed of properly. (Located in the Supervisors Office)
7. Once all person(s) has been offered and or received medical attention then the accident scene should be contained and marked off with caution tape and or other means. All equipment and/or machinery should not be cleaned, operated or put back into production until the Plant Manager and Designated individuals have investigated it along with the insurance company and or OSHA. Corporate HR and Corporate Safety should also be in communication with the Area OSHA office and Insurance Companies before placing any equipment back into operations or production per the requirements.
8. All work-related fatalities must be reported to OSHA within 8 hours. All accidents that result in an employee being admitted to the hospital or if the employee received an amputation or loss of an eye should be reported to the OSHA area office within 24 hours. (OSHA Injury Reporting Hotline 816-483-9531). Please provide the following information: Name of company, MO-Tax Id number, address of the company, location of incident, date and time of incident, name(s) of injured employees, employee telephone number, social security number and name and phone number of company contact and brief description of accident and injuries sustained. All reporting of OSHA related incidents will be completed by the Plant Manager and designated individuals.
9. Non-Serious and Serious accidents should be treated at **Freeman Occumed located at 3201 McClelland Blvd, Joplin, MO 64804. Phone – 417-347-6625** for non-serious and the **Freeman Emergency Room for Serious injuries located at Freeman Hospital West, 1102 West 32nd Street, Joplin, MO 64804. Phone Number – 417-347-1111.** If the employee is able to drive themselves, they may do so. If not, a supervisor or Human Resources Manager or area Supervisor will drive them to the clinic and or Emergency Room. It is recommended that the HR Manager accompany all injured employees to the clinic and or hospital / emergency center. Any and all injuries and or near misses should be reported immediately to a member of management or Human Resources Manager. The area Supervisor will complete a detailed accident investigation from that is located on the company network the day of the incident and turn the report into the Human Resources Manager. The HR Manager will then complete the insurance companies “report of injury” form and send it to the companies Insurance Company within 24 hours by calling **Phone Number** or faxing it to **Fax Number and or Email provided**. The Human Resources Manager will then record the incident on the OSHA 300 log if it is deemed an OSHA recordable injury per the requirements. Injured team members that receive restricted duty status will be relocated to different job task and or positions that meet their restrictions until released by the attending Doctor(s). **Drug testing for post accidents is mandatory for all work-related injuries and or near misses that involve Forklift accidents, Damage to property.**
10. **Non- Work-Related Incidents** – Must be reported to the Human Resources Department upon returning to work.

**Important Contacts:**