

ACCIDENT / INJURY REPORTING

Preparation before the employee training:

Review OSHA log and safety meeting notes, identify recent injuries and/or accidents

Make note of procedures that may have not been followed and could have avoided injury.

Example –Recent foot injury due to broken skid.

Solution: Removing broken skids from use, bringing a skid issue to supervisor and replace prior to continuing work.

Review accident procedures

Are incident reports being created? Now is a good time to be sure you are following this procedure and they are filed properly.

What is the procedure after an accident at you DC? Drug screening, removal of equipment, recertification may be needed. Review with Regional Director if unsure.

Locate first responder bags and first aid wall mounted boxes

Now is a good time to have someone check items missing and/or expired and send email to HR of a list of supplies needed.

Eye wash stations, inspect they are working properly and the saline solution is full and not expired.

Review/update first responder list and be sure certifications are up to date.

Employee training:

Injury

All work related injuries must be reported immediately to your supervisor/manager or Human Resources, even if you are not sure whether they are truly work related.

Do not permit your fellow employee to treat your injuries, especially in cases as removing foreign particles from your eyes.

Ask for a first responder if needed or immediately report injury to supervisor/manager/ or HR

If injury is not immediately apparent, you must report the injury as soon as it does become apparent.

Need to provide a full explanation of how the incident occurred

Accident

Any accident and/or damage to equipment must be reported immediately to your supervisor/manager even if there is no injury to the person or visible damage to equipment

Need to provide a full explanation of how/where the accident occurred

****Explain to the employee your DC's procedures after an accident has occurred****

Failure to report and injury or accident is considered a Group 2 Safety Violation

First violation = Written warning with 3 days suspension

Second violation = Discharge

First Aid

Introduce your DC's first responders to all employees

If you witness a medical emergency call 911 immediately and find a first responder to provide help until ambulance arrives.

Direct employees where they can locate eye wash stations and first aid cabinets.

If you have a small injury and need to use the first aid supplies do NOT enter cabinet if blood is present, ask for a first responder to help.

First responder bags are not to be used other than in an emergency by first responders.

Review proper way to use eye wash stations

First Aid/Responder Supply Check List	Bandages:
50 Person - OSHA and ANSI Approved	☐ (100) 1" x 3" Adhesive Bandages
	☐ (3) Fingertip Bandages
References/Instruments/Misc:	☐ (3) Knuckle Bandages
☐ (1) First Aid Guide	☐ (10) Butterfly Closures
☐ (4) Exam Gloves, (2) latex & (2) latex free	☐ (1) 3" x 5yd Latex Free Elastic Bandage
☐ (1) Scissors	☐ (1) Triangular Bandage, w/2 safety pins
☐ (1) Tweezers	
☐ (1) Biohazard Bag	Injury/Treatment:
☐ (2) Biohazard Fluid Clean Up Kit	☐ (1) Absorbent Compress, 32 sq. in w/ no side smaller than 4"
☐ (1) Disposable Personal Protection Kit	☐ (2) Instant Cold Compress
☐ (1) Safety Glasses, 1 pair	☐ (1) 1/2"x5 yd. First Aid Tape Roll
☐ (1) Flashlight	☐ (10) Ammonia Inhalants
☐ (1) Blanket	☐ (10) Cotton Tipped Applicators
☐ (1) 4 oz. Eye wash	
☐ (3) Splinter Remover	Dressings:
☐ (2) CPR Resuscitator	☐ (4) Non Adherent Pads
☐ (1) Employee List (by dept.)	☐ (10) 3x3 Gauze Dressing Pads
	☐ (6) 4" x 4" Gauze Dressing Pads
Topicals/Antiseptics:	☐ (2) 2" Conforming Gauze Roll
☐ (21) Alcohol Pads	☐ (2) Sterile Eye Pads
☐ (21) Antiseptic Wipes	
☐ (6) Triple Antibiotic, 0.14 fl oz.	
☐ (3) Iodine Prep Pads	
☐ (6) First Aid/Burn Cream, 0.9 gm. Packs	
☐ (6) Insect Sting Relief Pads	
☐ (22) Hand Sanitizer 0.9gm packs	
☐ (1) Hydrogen Peroxide Spray	
☐ (20) Hydrocortisone Cream 0.9gm packs	
☐ (6) Burn Jel 3.5gm packs	
Medicine:	
☐ (1) Bottle Chewable Baby Aspirin, 36 ct.	
☐ (6) Electrolyte Replenishment	
☐ (1) Instant Glucose, 31 g.	

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