









## **Incident Reporting Chart**

### Minor Physical Injury

Provide initial first aid care if you are trained to do so

Notify your Supervisor, Claims and Safety Dept. via phone

Call On-Site Health & Safety, 866-998-2750, or transport to designated clinic as directed by Claims or Safety

#### **General Foremen**

-Submit Incident Report within 24 hrs of incident to Claims and Safety Dept.

### Major Physical Injury

Includes: Death, loss of consciousness, uncontrollable bleeding, loss of limb, need of ambulance transport

Initiate proper emergency services, if needed

Secure scene, barricade area, if needed, and clear a path for emergency services

Notify your Supervisor, Claims and Safety Dept. Immediately

# **Environmental Incident**

Stop work and remove employees from affected area

Notify your Supervisor, Claims and Safety Dept. via phone

Secure the scene as necessary and begin incident report process

# Property Damage Incident

Notify the Propety Owner

Notify your Supervisor, Claims and Safety Dept. via phone

For vehicle accidents, follow ACCO's accident reporting policy

Secure the scene as necessary, begin incident report process, and take several photographs

#### Supervisors

-Document the incident via report form (reports are to be initiated before continuing regular work)

-Accompany injured employee to treating medical facility

-Follow up with injured employee

-Participate in investigation process

-Take several photographs of the scene/injury https://www.accoes.com/about/safety-information-procedures/

### Claims and Safety Department

-Ensure all appropriate notifications are made to management and client, as necessary

-Help to facilitate the appropriate care for employee  $% \left\{ \mathbf{r}^{\prime}\right\} =\left\{ \mathbf{r}^$ 

- Take several photographs of the scene/injury

-Follow up with Investigation and Safety Manager Incident Report

Northern CA		Southern CA		<u>WA, OR, ID</u>	
Regional Safety Manager		Corporate Safety Director		Steve Sanke	916-517-0120
Abel DelaGarza	510-944-9420	Donovan Seeber	707-207-1538	Bill Wacker	510-229-7381
Sacramento		Site Safety, LA Area		NCA & SCA <u>SUNBELT</u>	
Steve Sanke	916-517-0120	Luz Caldera	818-276-5452	Leslie Wellman	925-791-0048
South/East Bay		James Kaye	818-649-0267	Vanessa Juarez	213-274-5762
Louie Weybrew	510-345-8302	Area Safety Mgr		NCA & SCA SERVICE	
San Francisco		Vanessa Juarez	213-274-5762	Bill Wacker	510-229-7381
Esteban Arredondo	510-833-1669	Art Robledo	818-649-0640	Gary Lambert	213-258-0722
Site Safety, Bay Area		SoCA, <u>AAP</u> , NV		Claims/Worker's Comp	
Ryan Layton	510-229-2024	Chris Jones	818-433-0011	Serena Snyder	818-486-8981