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## Critical Incident Procedures

### **Purpose:**

To develop a plan to be used in the event of a serious injury or death in the workplace.

### **Cal-OSHA Requirements:**

A report must be made immediately by telephone (within 8 hours) to a district office. Employers are allowed 24 hours if they can show that circumstances prevented the report from being made in 8 hours.

Note: A serious injury or illness is defined as one that requires inpatient hospitalization for more than 24 hours of care other than medical observation or as one in which an employee suffers a loss of a member of the body or a serious degree of permanent disfigurement.

### **Incident Response and Control:**

The Supervisor is designated as the Incident Coordinators if a situation develops where an employee is injured, or a death occurs. It will be their responsibility to coordinate all activities which may or may not including the following:

- Notify or designate someone to summon outside rescue services.
- Call 911
- If possible, secure the area where the incident occurred.
- Oversee and coordinate first aid response at the scene with personnel who have current CPR/First Aid certifications.
- Provide emergency response personnel with information about the victim.
- Check to see that the company office is notifying next of kin as soon as possible. Notification should occur when specific facts regarding the victim's condition are clearly known. Co-workers may be able to provide information that can assist the company, police, or emergency agency.
- If the media or regulatory agencies request specific details of the incident, request that a management representative be on-site to provide assistance.
- Employees who are interviewed are to provide only the facts regarding the specific incident.

### **Co-Workers:**

If possible, obtain names and phone numbers of anyone at the facility who may have witnessed the incident.

**Media:**

Only a company-designated representative from management will be permitted to respond to media requests.

If confronted, provide the media with the name and contact number for the company representative.

Do not provide media with any conclusions, incident documentation or access to the incident site.

**Emergency Agencies:**

- Provide emergency responders (medical/police) with only known facts of the incident. Do not elaborate on incident causes, responsibility, or personal evaluations.

**Notification of Family Members:**

- In the event of a serious injury or death, do not attempt to notify family members.
- Notify the company owners and provide details of the incident.
- The company will designate an individual to notify the family, in person preferably.

**Investigations:**

- Provide a written statement of facts discovered during the incident using photographs and diagrams.