

## Accident / Incident Procedure

**When any accident or incident occurs all Managers are to complete an accident report and investigation.**

1. **Do it now! Don't put it off.**
2. **Don't** assign blame instead gather facts.
3. Personally **visit** the scene of the accident.
4. Talk to and **listen** to the injured person.
5. Talk and **listen** to all persons who witnessed the accident.
6. Take enough time to do things right, **don't rush.**
7. Complete (print) the accident reports form completely, accurately, and legibly.
8. Complete **all** sections of the accident report. Attention to detail is critical. If a Question is not applicable write capital **NA**, do not leave it blank.