

# Emergency, Injury, and Near Miss

Your safety and the safety of those around you is of the utmost importance to UCP Staffing. We believe the best policy for work related emergencies and injuries is prevention. In the case of an emergency or injury we have outlined a process for you to follow to make sure the injured party is receiving the best possible care the quickest way possible.

## In Case of an Emergency:

- Call for help immediately. 911, and then call for an on-site first aider. Include the following information:
  - Location of Injured Person (be specific)
  - Nature of the Injury
  - Other relevant Information
- Secure the area to prevent further injuries.
- Administer First Aid. If you are qualified to do so.
- Stay with Injured party until medical help arrives.
- Report the incident. Follow the provided documents in the binder and fill out a detailed report of what happened. This aids in providing the best treatment for the injured party as well as prevent possible future incidents.
- Cooperate with investigation efforts in reviewing improvements to safety protocols, providing additional training to workers, and or improving safety equipment and infrastructure.

Remember that the most important thing in any personal injury emergency is to act quickly and seek medical help as soon as possible. Stay calm, follow the established procedures, and work together to ensure the safety and well-being of everyone on the job site.

# Emergency, Injury, and Near Miss

## In Case of an Injury:

- Call for help. Provide first aid.
- Secure the area to prevent further possible injury.
- Scan the "find the closest Concentra location" with your camera (check page 6 for instructions on how to find the closest location.)
- Arrange for transportation to the closest Concentra location. Provide an escort person to go with injured party.
- Check in the injured party into Concentra. Stay with injured party until diagnosis and treatment have been given.
- Once released from Concentra arrange for transportation to desired location.

## Witness and Supervisors:

- Once injured party is transported, start the investigation process.
- Gather all witnesses of the injury. Fill out witness statements within the injury packet within the binder.
- Supervisor needs to fill out First Report of Injury, Job Description Form, Accident investigation form, Take photos/videos of incident.

Remember that the most important thing in any personal injury emergency is to act quickly and seek medical help as soon as possible. Stay calm, follow the established procedures, and work together to ensure the safety and well-being of everyone on the job site.

# Emergency, Injury, and Near Miss

## **In Case of an Near Miss:**

- **Secure the area to prevent further possible injury.**
- **Report near miss to supervisor.**

## **Witness and Supervisors:**

- **Start the investigation process.**
- **Gather all witnesses of the injury. Fill out witness statements within the injury packet within the binder.**
- **Supervisor needs to fill out First Report of Injury, Job Description Form, Accident investigation form, Take photos/videos of incident.**

**Remember that the most important thing in any personal injury emergency is to act quickly and seek medical help as soon as possible. Stay calm, follow the established procedures, and work together to ensure the safety and well-being of everyone on the job site.**