

Immediate Actions

- Provide assistance to injured employee(s)
- Call 911
- Implement Serious Incident Procedures

Notifications

- Notify corporate safety department/key person (who?)
- Notify injured employee's family (no speculation)
- Notify subcontractor (if subcontractor employee injury)
- Notify company attorney

Gain Control of Worksite

- Restrict access to worksite
- Management remains at worksite
- Do not alter accident location (or remove anything)
- Remove signage / trucks? (media)

Brief General Meeting

- Crew instructed to leave worksite (but will be kept informed regarding status of injured personnel)
- Do not discuss incident with anyone
- Do not speculate regarding facts/firsthand knowledge
- When to report back to work (if known)

General Meeting (Continued)

- Counseling will be available
- Key person preparation for media (no speculation)
- Remind management of potential liability
- Discuss rights of employees (interviews)

Additional Notifications

- Notify Cal/OSHA
- Notify general liability insurance and workers' compensation carriers

Preparation for Following Day

- Contact counseling
- Public agency investigators referred to "Key Person"
- Accident investigation by whom? (experts necessary?)
- Decide where/when employees will meet
- General jobsite clean-up
- Privileged report (no treasure maps)

Witness Observations How Accurate?

- Shirt color?
- Pant color?
- Hair color?
- Height?
- What transaction occurred?
- What was said?

Morning After Accident

- General meeting; what to expect
- Discuss potential interviews (rights, honesty, no speculation)
- Counseling available
- Employee interviews (privileged)
- Coordinate timing of employee interviews with investigators (including Cal/OSHA)

Media Relations

- Allow media in a safe location – away from employees
- Do not speculate (first report may include errors)
- Unemotional honesty (trying to figure-out how the accident occurred)
- Personal appearance/demeanor (representing company)

Media Relations (Continued)

- Brief factual overview (“at this time, we know that one of our carpenters fell and was injured”)
- Never state “No Comment”
- Do not reference employee names (family notification)