

# How to report an accident

## 1. Accident Happens

- A. Take immediate safety measures as needed.
- B. Use first aid.
- C. Call for help.

## 2. Notify PM / SUP / LEAD immediately

- A. Employee(s) involved or on site notify PM / Lead / Supervisor immediately no matter the time.
- B. Near misses must be reported too.
- C. Do NOT contact PAR / government.

## 3. PM / Sup / Lead must notify Admin/Safety immediately

- A. PM / Sup / Lead calls New Leaf Safety and speaks to Safety, not just leave a message. Call number 1 first, then if no answer number 2, etc.
  - 1. QC/Safety Mo Morrison
  - 2. QC/Safety Adam Troyer
  - 3. Director of Operations Glenn Kincaid
  - 4. New Leaf office

## 4. Admin/Safety will notify higher ups

- B. Any follow-up will get back to crew as needed.

**REVIEW ALL RELEVANT CONTACT PHONE NUMBERS AND ENSURE CREW KNOWS BOTH THE PROCEDURE AND THE NUMBER(S) TO CALL.**