
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Reporting Accidents and Injuries	Number: S12-PR-200-002	
	Owner: Deborah Durbin	Revision: 03	
	Effective Date: 08/05/13	Page: 1 of 2	

1.0 Purpose

This Procedure provides guidelines for reporting accidents/injuries.

2.0 Scope

Reporting injuries is in the employee's best interest not only to prevent similar accidents/injuries but also in case of future complications related to workman's compensation.

3.0 Responsibility

All Giles Chemical Employees are responsible for this procedure.

4.0 Safety Considerations

Proper safety attire for the area or situation.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment



N/A

6.0 Procedure

1. All accidents/injuries must be reported immediately to the Lead Operator and in turn to the Safety Department and Plant Manager. Accidents/injuries must be reported no matter how small.
2. All accidents/injuries must be reported regardless of whether the accident resulted in an injury.
3. Depending on the accident/injury, First Aid may be provided by a Trained Emergency Response Team Member. Employee's that require non-critical medical assistance between the hours of 8:00 am to 6:30 pm should be sent to MedWest Occupational Health, 55 Buckeye Cove Road, Canton, NC (828) 648-0282.
4. If the injury requires medical attention, the employee must be taken the Emergency Room at MedWest Hospital, 262 Leroy George Drive, Clyde, NC (828) 456-7311. Also, 911 is always an option.

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5. When an accident or injury is reported, the *Accident and Injury Report (S12-PR-100-F002)* is to be filled out preferably by the area supervisor. The purpose of the report is to establish the root cause of the accident/injury and corrective actions to prevent similar accidents/injuries in the future. Near misses will also be included in the process.
6. The completed *Accident and Injury Report (S12-PR-100-F002)* will be returned to the Safety Department. A preliminary copy of the report will be forwarded to Human Resources. If the accident/injury involves a temporary employee, the temp agency will be notified.
7. Upon completion of the investigation, the final report will be filed with Human Resources.
8. Human Resources will handle Worker's Compensation cases.

7.0 Reference Documents

Accident and Injury Report (S12-PR-100-F002)

8.0 Change History

Separated form from document

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