



## **Workplace Accident Step-by-Step Guide**

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### **Step 1: Call 911**

In the event of a workplace tragedy, there will be many people that have ideas about what to do first. However, the first step in the case of a critical injury or fatality is to call 911 to get emergency services on route immediately. This must include police if there is a fatality or if there was workplace violence involved.

### **Step 2: Administer first aid**

The primary concern in the direct aftermath of an accident is the safety of the injured worker, and the safety of others. If administering first aid will put another worker in danger, then first aid should not be administered until trained emergency personnel arrive. For example, if a worker was injured in a confined space, and entering the space would put another at risk, then first aid should not be administered until trained help arrives.

Provided that offering first aid does not place anyone at greater risk, first aid should be administered if it is required until emergency services arrive.

### **Step 3: Secure and manage the scene**

The responsibility for securing and managing the scene rests on the employer and/or the supervisor. Controlling the scene includes:

Clearing employees from the area

Controlling or eliminating sources of imminent danger

Ensuring that there is minimal scene disturbance, aside from anything required to be disturbed to deliver first aid and/or control or eliminate an imminent danger

### **Step 4: Reporting**

When there is a critical injury or fatality, the following parties must be notified immediately:

Your Foreman

Safety Director: Hugo Trevino 817-298-6500

Jobsite Safety or Superintendent:

***Sometimes, when a workplace accident occurs, emotions take over, and the steps are forgotten. It is by effective training, the support of a sound and a proactive accident prevention program that employers can ensure that they hopefully never have to follow the 4 steps listed above. However, if the worst happens in your workplace, be ready by being trained, being aware of the steps, and by being prepared to be cooperative. In times of tragedy or trauma, people look to strong leaders for guidance and example of how they should be acting. So, keep calm, follow the 4 steps, and take measures to ensure that no accident of that nature can ever happen again.***