

7. Accidents

A. Foreman’s Procedure for Treating Injuries - When a worker is injured on your job:

1. Eliminate hazards to others.
2. Assess the injury.

☒ Only for a medical emergency, call 911

MEDICAL EMERGENCIES (911 call)	
<ul style="list-style-type: none"> • LOST CONSCIOUSNESS 	<ul style="list-style-type: none"> • LARGE BURNS
<ul style="list-style-type: none"> • NOT BREATHING 	<ul style="list-style-type: none"> • OBVIOUS BONE FRACTURES
<ul style="list-style-type: none"> • HEAVY BLEEDING 	<ul style="list-style-type: none"> • SPINE or NECK INJURY
<ul style="list-style-type: none"> • HEART ATTACK / STROKE 	<ul style="list-style-type: none"> • EYE, PHYSICAL DAMAGE – (penetrating object, chemicals, trauma)
<p>STROKE? ACT FAST</p>	<p><u>F</u>ace: Ask the person to smile. Does one side droop? <u>A</u>rms: Ask them to raise both arms. Does one arm drift down? <u>S</u>peech: Can the person repeat a sentence correctly? <u>T</u>ime: If they show any of these symptoms, speed is vital</p>

3. For any other injury call:

ON-SITE HEALTH & SAFETY
FIRST AID
(866) 998-2750
24 HOURS / 7 DAYS
ALTERNATE NUMBERS:
(925) 525-9851- (925) 525-9855

4. Get the estimated arrival time from the On-Site dispatcher. Keep the injured employee comfortable and stay with them until the First Aid technician arrives. Provide ice for pain and compression / bandage for bleeding.
5. After calling On-Site or 911, IMMEDIATELY call a Company Superintendent or Safety Supervisor:

➔ Do not leave a message. Call Jordan Satrap – 415 722-5635 if you cannot reach anyone.

6. If the On-Site dispatcher or Technician recommends medical treatment, call a Superintendent or Safety Supervisor first and then take the worker to the clinic. The Clinic location will be noted on your Injury Instruction Poster or found on the RHC Safety Website.

☒ Medical Provider for Downtown San Francisco
 Concentra Occupational Health Clinic -
Hours of Operation: (Mon. - Fri.) 7am - 6pm (Sat.) 9am - 3pm
 26 California Street, San Francisco, CA 94111, Phone: 415.781.7077

🔑 Stay at the clinic until the employee’s treatment is finished. Be sure the clinic staff knows that Company offers modified duty in most cases.

7. Follow the Accident Reporting Procedure below.

B. Accident Reporting Procedure for Injured Employees

If the injured worker remains on site or returns after treatment, have them complete the Employees Accident Report Form (below).

To provide prompt and adequate medical attention it is very important that you report all job-related injuries to your Superintendent immediately. Failure to report injuries is a cause for termination.

If you are injured, tell your Superintendent or Foreman right away. In the case of an injury, notify other workers in the area that you need assistance. Protect an injured employee from further injury. Inform your supervisor of the nature of the emergency as soon as is possible.

If you are involved in or witness an accident, please cooperate with the Safety Director by helping to determine what caused the accident. Your ideas about what caused the accident may help to prevent a similar occurrence. Safety is everybody's business. SAFETY IS NOT ACCIDENT. Company must be notified of any injury or property damage immediately.

Supervisors are to notify the Safety Director immediately of any Injuries or Property Damage.

Instructions: Employees shall use this form to report all work-related injuries or illnesses, *no matter how minor*. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by the injured employee as soon as possible and given to a supervisor for further action. The Supervisor will complete the form if the employee is unable to.